

Government of Alberta ■
Culture and Community Spirit

INTERNATIONAL DEVELOPMENT PROGRAM

**ACCOUNTABILITY
REPORT REQUIREMENTS**

International Development Program grant recipients are required to provide an accountability report complete with all expenditures relating to the project which includes receipts, bank transfers and other supporting documentation within 6 (six) months after the completion of the project.

This is a legally binding condition of accepting a grant.

It is the responsibility of the NGO to provide this report and all its attachments in English, the required financial accounting in Canadian currency and the Statutory Declaration declared before a Commissioner for Oaths.

Please contact the International Development program if you have any questions about these requirements at (780) 422-9305.

SUBMIT TO: **International Development Program**
907 Standard Life Centre
10405 - Jasper Avenue
Edmonton, Alberta
T5J 4R7
Telephone: (780) 422-9305
Fax: (780) 427-4155

INTERNATIONAL DEVELOPMENT PROGRAM ACCOUNTABILITY REPORT

NGO INFORMATION:

Name of Canadian Non-Government Organization: HUMAN DEVELOPMENT FOUNDATION OF NORTH AMERICA

Title of Project: CONSTRUCTION OF A SCHOOL BUILDING

Project Description: TO CREATE SUSTAINABILITY FOR THE PRIMARY EDUCATION PROGRAM BEING OFFERED BY HDF BY PROVIDING A FORMAL SCHOOL BUILDING WITH PROPER CLASSROOMS AND RELATED AMENITIES FOR THE SCHOOL GOING GIRLS AND BOYS IN THIS REGION OF PAKISTAN.

Project Location: Country: PAKISTAN Province: SINDH

City/Town/Villages VILLAGES OF SHAMSABAD
(please circle one)

File Number: P 060032 Amount Awarded: \$ 17000.00

Funding was provided toward: CONSTRUCTION OF A SCHOOL BUILDING ON A LAND DONATED BY THE LOCAL COMMUNITY

PLEASE PRINT CLEARLY OR TYPE

Name of Contact Person who completed this Accountability Report:

(Mr./Mrs./Ms.) MR. GUS AHMAD Title PRESIDENT

Telephone/day: (780) 430-6994 Fax: () _____

E-Mail: hdfcanada@shaw.ca

PARTNER INFORMATION:

Completing the information below in full is vital. We must be able to contact the partner.

Name of Contact Person/Partner Organization in the Developing Country:

(Mr./Mrs./Ms.) Mr AZHAR SALEEM Title C.E.O

Organization: HUMAN DEVELOPMENT FOUNDATION PAKISTAN

Address: HOUSE #19,MAIN SUMBAL ROAD,ISLAMABAD _____

Country: PAKISTAN

Postal Code: _____

Telephone: (9251) 21112934 _____

Fax: () _____

E-Mail: hdfpakazhar@hotmail.com _____

Website address: _____

www.hdf.com _____

INTERNATIONAL DEVELOPMENT PROGRAM ACCOUNTABILITY REPORT

PROJECT INFORMATION:

According to our records, you stated that your project:

Started on DECEMBER: 2007

Would be completed by: March 2009 _____

Did this happen? Yes No If no, please explain:

Please provide a narrative summary of the project outlining what actually happened versus what was expected/planned

After the funding was approved by Wildrose, our joint venture partner started the process and after getting all the approvals by authorities and getting another partner in the project for an expanded version of the project to build a larger facility and adding more class rooms, labs etc, the project was contracted to a builder.

ATTACHED IS THE SUPPLEMENTARY INFORMATION

Does your organization plan to apply for this same project in the future? Yes No

Please explain:

Refer to pages 14 and 15 of the grant application form where you were required to complete a project plan by following a project logic model. Please identify the following factors that include the **actual** inputs, activities, outputs, outcomes and outcome indicators for your project:

- a) Project Inputs/Resources – List the actual inputs or resources dedicated to or consumed by the project:
 - 1. Evolution of project to build the facility by HDF & local community
 - 2. Donation of land by the community
 - 3. Getting the partners to fund the project
 - 4. Revisiting and expanding the original project by evaluating the needs of the community for such a facility.

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- b) Project Activities – Specify the actual activities that took place – what did the project do with the inputs/resources to meet its objectives?

- 1. preparation and submission of applications for various approvals to build the school to local authorities.
- 2. Calls for bids, preparation of technical drawings and agreement with contractor to build the school.

- c) Project Outputs – List the actual primary outputs of the project. This relates to the volume of work accomplished. This is not an outcome as it usually doesn't indicate whether the participants/beneficiaries of the project benefited from the service.

- 1. The construction started in March 2008 and school building was completed in Feb. 2009.

- d) Project Outcome(s) – List the actual outcomes of the project. (Remember to check on this by walking through the “if-then” relationships. Do these relationships reflect the logic of the project – the sequences of influences and changes that the project inputs, activities and outputs intended to set in motion?) This can be both qualitative and quantitative. Include qualitative results that give a more in-

depth analysis of the impact of the grant (i.e. summary of letters from participants describing the impact or benefit).

1..HDF Canada and Wild rose funding for this school project worked as a catalyst and encouraged two other NGOs to put up additional funds and expand the project before the start of construction.

2. After the completion of the school building in March , students from two Non Formal schools in the area have moved to the new building and rest of the proposed student population moved to the new facility in August.

3. All the furniture for this school was donated by a local individual

e) Project Outcome Indicator(s) – Identify key outcome indicators for each outcome that represents a level of achievement of the outcome. Indicators are a specific observable, measurable characteristic or change that will tell you whether each outcome has been achieved. The wording of each indicator must be specific and tell us what characteristic or change you are counting.

1. This expanded school facility has accommodated more than 60 girl students in junior high classes which they were not able to go to due to lack of an educational facility in these villages.
2. This project will provide the required sustainability to the Education program being carried out by HDF in remote and poor areas of Pakistan for the foreseeable future.
3. A permanent facility like this will be usable by the community for various other social, educational & health activities.

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What factors contributed most to the successful outcomes?

- 1.Participation and support of the community.
2. Planning and execution and on going supervision by HDF Pakistan

How were the project beneficiaries/recipient community involved in project design and implementation?

YES.

They as per HDF mandate were equal participants through their development organization in all stages of this project starting from evolution to execution and completion of the facility.

Did this project contribute to any prospect for sustainability? (Did the project cultivate local leadership and/or provide its beneficiaries with the tools to meet their own needs?)

YES

What major difficulties or constraints were encountered throughout the duration of the project?

Escalation of costs, as the materials and labour charges were rising for the contractor during the year as a part of world wide phenomina.

Did you have the same overseas partner throughout the project's duration? Yes No

If no, please explain:

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Please provide an evaluation of your overseas partner relating to staff and volunteer resources, experience, qualifications and their ability in administering the project:

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Our overseas partner is committed to its mission to facilitate a non-political movement for a positive social change and community empowerment through mass literacy, enhanced quality of education, universal primary healthcare and grassroots economic development.

HDF Pakistan has a very well trained and socially committed staff and a very high quality infrastructure to complete the projects satisfactorily.

Combining the local input and professional guidance by HDF , this project has been completed within budget and in allocated time

Did a representative of your organization conduct an on-site inspection of the project? Yes No x

Please explain:

We were kept in loop by regular progress reports by our partner in Pakistan .HDF Canada did not wish to spend donated dollars on traveling.

Wild rose had their auditor in Pakistan visit the site and had submitted the completion report to Wild rose Foundation.

How did your organization verify funds were used for the stated purpose?

See the attached financial report on income and expense for the project by HDF Pakistan

What form(s) of recognition of the Government of Alberta, through the lottery funded International Development Program, were made in either the NGO publicity materials or in the less developed country(s)?

All the Fund raising events organized by HDF Canada (including mail outs for donations) acknowledged the contribution made by Wild Rose.

Are copies of all public recognition given to this grant (i.e. newspaper articles, newsletters, annual reports, etc.) included with this accountability report? Yes x No

If no, please explain:

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FINANCIAL REPORT:

14. Project REVENUES In Canadian Funds

Funding Sources	Original Budget In Cash	Original Budget In Kind	Actual Budget In Cash	Actual Budget In Kind	Explanation Of Variances
Non-Government Organization Contribution to this Project (your	\$ 17,000.00		\$ 17,000.00		

organization):					
Canadian International Development Agency Contribution:					
Recipient Country Contribution: Source: HDF Pakistan	\$ 576.00		\$ 40,000.00		Expanded project to accommodate more students in the facility
List other Government Sources: 1. 2.					
List All Other Sources: 1. Manzar Family Foundation 2.			\$33,000.00		Expanded project to accommodate more students
Amount received from the International Development Program	\$ 17000.00	X		X	
TOTAL	\$ 34,576.00	\$	\$107,000.00	\$	

Notes:

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15. Project **EXPENDITURES** In Canadian Funds

Item/Description	Original Budget In Cash	Original Budget In Kind	Actual Budget In Cash	Actual Budget In Kind	Explanation Of Variances
Personnel 1. 2.					
Materials					

(please itemize) 1. 2.					
Equipment (please itemize) 1. 2.					
Training (please itemize) 1. 2.					
Transportation (please itemize) 1. 2.					
Local Administration					
Other Direct Project Costs (please itemize) 1. 2.	\$	\$	\$	\$	
TOTAL	\$ 34000.00				HDF Canada share of the total contracted cost of the projected paid to contractor for a total area of 2932 sq ft @ Rs 690.00/sq ft

Receipts and copies of bank transfers or other third party verification that funds were provided as per the grant agreement must be provided in English and Canadian Currency as supporting documentation to this accountability report.

Notes:

INCOME AND EXPENDITURE STATEMENT FROM HDF PAKISTAN IS ATTACHED. FINAL PAYMENT OF \$ 3400.00 IS TRANSFERRED TO HDF Pakistan ACCOUNT BY WIRE TRANSFER FROM C.I.B.C .

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Are receipts or other third party verification that funds were provided as per the grant agreement included with this accountability report? Yes X No
BANK STATEMENTS REFLECTING VARIOUS TRANSFERS ARE ENCLOSED.

If no, please explain:

Please indicate what sources were used to defray administrative costs incurred in Canada.

VOLUNTEERS DONATED THEIR TIME.

Please describe how the grant funds were transferred to the project:

ELECTRONIC WIRE TRANSFERS WERE MADE FROM C.I.B.C TO HDF PAKISTAN ACCOUNT WITH AL-FALAH BANK IN ISLAMABAD

COPIES ATTACHED

Are there copies of any evaluation reports, publications, maps, photographs, videos, etc. from the project included with this accountability report? Yes X No

If no, please explain:

Please complete the attached **Statutory Declaration Form** and include with your Final Report Form submission.

Supporting documentation should be retained for two years for possible audit use

**INTERNATIONAL DEVELOPMENT PROGRAM
STATUTORY DECLARATION FORM**

To be completed and returned with **Accountability Report**

To the International Development Program:

I, the undersigned, being a duly appointed officer of:

_____ HUMAN DEVELOPMENT FOUNDATION _____

(Name of organization)

Do hereby solemnly declare on this date: _____
(date)

1. that the project known as: SHAMSABAD SCHOOL PROJECT

(name of project)

for which funding in the amount of \$ 17000.00 was received from the International Development Program, is now complete and/or in operation;

2. that the funds from the International Development Program have been expended solely on the project as originally outlined in the grant agreement;
3. that our organization contributed an amount that was at least equal to the amount funded by the International Development Program for this project from funds that were raised in Alberta;
4. that any unexpended portion of this the International Development Program grant has been returned to the International Development Program, or has been approved by the International Development Program for other uses with the project;
5. that the International Development Program is entitled, at its sole discretion, to conduct an audit or review of the project, including the accounts, at any time from the signing of this document;
6. that our financial statements, prepared in the normal course of events and covering the period of the project, will be forwarded to the International Development Program as soon as they are available;
7. And I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath.

Declared before me at _____
(city/town) (signature of President or CEO)

in the province of _____, this _____
(province) (day) (date)

day of _____, _____
(month) (year)

Commissioner for Oaths