

FINANCIAL REPORT TO DFID

FOR THE

THIRD CONFERENCE OF THE AFRICAN EVALUATION ASSOCIATION

TO BE READ IN CONJUNCTION WITH THE NARRATIVE
REPORT ON THE CONFERENCE

Submitted by

Zenda Ofir

*Chairperson: African Evaluation Association (AfrEA) and
Executive Director: Evalnet*

African Evaluation Association



INTRODUCTION

A very successful Third Conference of the African Evaluation Association was held in Cape Town on 1-4 December, accompanied by a series of pre-conference Professional Development Workshops held on 29-30 November 2004.

A narrative report on the Conference is provided and should be read in conjunction with this financial report.

FUNDING ALLOCATED¹

AfrEA is very grateful for the generous grant of £50 000 allocated to the Conference by DFID. At the time of allocation this amount was equivalent to ZAR 560 000.

Of this amount, R265 640 was allocated to support two anchor sessions of the conference, *i.e.*

- Evaluation in a Culturally Diverse World
- Community-based Monitoring and Evaluation

In total there were 12 anchor special sessions and technical strands for the Conference as a whole. These sessions and strands were part of the Conference planning from the beginning, and were the basis for the initial request for support to all funders.

Funding was to be allocated for core costs as well as for simultaneous translation services for these sessions.

A further amount of ZAR 285 860 was allocated as a contribution to pooled funds made available by three funders to bring African participants to the Conference through a competitive process.

An amount of ZAR 8 500 was set aside for the often exorbitantly high banking costs in South Africa, for example related to the cost of conversion of grants into South African Rand.

USE OF THE FUNDING

This amount translated into an amount of ZAR 562 875 at an exchange rate of 11.257.

(i) Support of two Special Sessions / Technical Strands

The total cost of the Conference was ZAR 1 591 907.53 (refer to attached financial statement for the Conference, Annex 1). In view of the difficulty to allocate cross-cutting

¹ Refer to Table 1

funding precisely to specific sessions and strands, we work on the assumption that each session or strand's contribution should be approximately one twelfth of the Conference expenses, around ZAR 133 000. For the two DFID supported sessions/strands this amounts almost exactly to the allocated amount of R265 640.

Both sessions/strands were well attended and well received:

(a) The IOCE coordinated Special Session on Evaluation in a Culturally Diverse World consisted of eight presentations and six discussants from as far afield as Kenya, Botswana, Burkina Faso, Mauritania, Canada and Belgium. The aim of the session was to share ideas, experience and understanding of the ways in which culture is important in evaluation - how cultural diversity enriches evaluation, how misunderstandings can arise, how problems of cultural difference have been overcome and how success is judged differently based on different cultural understandings. Several floor discussion sessions dissected the presentations. This Special Session will also inform IOCE's further development of their priority theme of Evaluation in a Culturally Diverse World.

(b) The relatively new area of Technical Strand on Community-based Monitoring and Evaluation solicited significant attention from Conference participants. Eight presentations by specialists from countries such as Niger, Ethiopia, Uganda, Kenya, USA and The Netherlands formed the background for a panel discussion on key issues related to the current practice and future development of this important approach to monitoring and evaluation. This Strand was coordinated, led and facilitated by an eminent American evaluator and Past President of the American Evaluation Association, Ross Connor, supported by Simon Kisira from Uganda.

Key presentations, issues and recommendations from the Special Session and Technical Strand will form part of the Conference Proceedings to be published in April 2005.

(ii) Grant allocations

Twenty grants were allocated with DFID funding through a competitive process which led to a total allocation of 36 grants to African participants, to the amount of R533 285.73. More than 140 entries were received over a two week period. Selection according to a set of criteria was made by a panel appointed for this purpose.

The selection criteria included:

- General quality of the documentation submitted
- Capacity to find support in own organisation (for example, chance of selection would improve if candidate was from a small NGO unable to provide such funding)
- Registration as postgraduate student (special efforts were made to support postgraduate students)
- Willingness to make a presentation, and if so, the quality of the abstract
- Quality of the arguments for attending the Conference
- Quality of supporting references

The list of successful applicants is given in Annex 2, and the associated grants per person in Annex 3.

(iii) Banking/bank conversion costs

These expenses included the banking costs related to grant transactions, but excluded banking costs related to registration and workshop fees.

SUMMARY OF DFID FUNDING

Table 1 Use of DFID Funding

	ZAR	Exchange rate
Total allocation according to proposal/contract (£50 000)	R 560 000.00	11.200
Amount received (£50 000)	R 562 875.00	11.257
ITEM	BUDGETED AMOUNT	EXPENDITURE
Core and simultaneous translation costs for two special sessions / technical strands: <ul style="list-style-type: none"> ▪ Evaluation in a Culturally Diverse World ▪ Community-based Monitoring and Evaluation 	R265 640.00	R265 640.00
Competitive grants	R285 860.00	R285 860.00
Surplus funding* allocated to competitive grants pool where shortfall exists	-	R3 049.55
Banking / bank conversion costs	R8 500.00	R8 325.45
Total	R560 000.00	R 562 875.00
Balance		00.00

*Due to difference in exchange rate for amount allocated contractually (as per proposal) and payment received.

ANNEX 1: FINANCIAL STATEMENT FOR THE CONFERENCE

	<i>amount</i> ZAR	<i>subtotal</i> ZAR	<i>Total</i> ZAR
Total expenses associated with Conference*			1,591,907.53
Audit Fees			27,500.00
Bank Costs			8,325.45
IOCE Board Meeting			5,714.00
<i>Banqueting & Venue</i>		<i>5,600.00</i>	
<i>Equipment</i>		<i>114.00</i>	
Marketing & Advertising			33,378.48
<i>Corporate Identity Design</i>		<i>3,000.00</i>	
<i>Print</i>			
<i>Advertisement</i>		<i>10,568.48</i>	
<i>Professional Fees</i>		<i>18,100.00</i>	
Corporate communication	13,100.00		
Compilation of website content	5,000.00		
<i>Still Photography</i>		<i>1,710.00</i>	
Organisation Costs			295,986.17
<i>Professional Fees</i>		<i>196,803.00</i>	
Administrative Assistance	7,200.00		
Accounting & Bookkeeping	7,100.00		
Compilation of Programme	37,000.00		
Conference Management	5,000.00		
Exhibitions Coordinator	4,000.00		
Fundraising (Including travel expenses)	18,000.00		
Grants Coordinator	8,000.00		
Human Resources Coordinator	1,500.00		
Liaison with Session Coordinators & Workshop Presenters	5,000.00		
Conference Coordinator	53,600.00		
Donor Liaison	6,000.00		
Proposal-writing	5,000.00		
Information Management for Reporting	9,800.00		
Registration Database and Management	25,103.00		
Update & Follow-up on National Evaluation Networks for AfrEA	4,500.00		
<i>Student Assistants Fees</i>		<i>11,200.00</i>	
<i>Room Hire</i> Secretariat Office		<i>21,210.00</i>	
<i>Telephone & Internet</i>		<i>31,668.69</i>	
<i>Travel Expenses</i>		<i>35,104.48</i>	
Accommodation	21,241.35		
Airport Transfers	470.00		
Car Hire	3,707.28		
Flight tickets	9,685.85		
Banqueting & Venue			577,244.00
<i>Conference</i>		<i>449,833.33</i>	
<i>Workshops</i>		<i>106,266.67</i>	
<i>UNIFEM Meeting</i>		<i>4,000.00</i>	

<i>Welcome Function</i>		17,144.00	
Budget Accommodation			35,475.00
Daily Shuttle Transfer Service			26,800.00
<i>Conference</i>		24,000.00	
<i>Workshops</i>		2,800.00	
Equipment			108,188.11
<i>Conference</i>		88,483.91	
	Additional equipment (OHPs, flipcharts etc.)	2,539.51	
	Audio visual staging	85,481.00	
	Electrical supplies	463.40	
<i>Workshops</i>		19,704.20	
	Additional equipment (OHPs, flipcharts etc.)	4,846.00	
	Audio visual staging	14,858.20	
Interpretation & Translation			166,294.47
<i>Equipment</i>		73,150.00	
<i>Professional Fees</i>		93,144.47	
	Interpretation	84,000.00	
	Translation	9,144.47	
Materials			283,055.81
<i>Banners</i>		11,316.75	
	Design & Layout	500.00	
	Materials & printing	10,816.75	
<i>Corporate Gifts (incl design, printing & material)</i>		36,488.80	
	Bags	23,208.80	
	Beaded Keyrings (boxed with stickers)	3,590.00	
	Mousepads	9,690.00	
<i>Documents & Brochures</i>		38,490.00	
	Printing	32,530.00	
	Design & Layout	5,960.00	
<i>Name Tags with Lanyards and Beadwork</i>		7,819.35	
<i>Photocopying</i>		6,186.75	
<i>Stationary</i>		2,225.55	
<i>T-shirts</i>		12,264.80	
	Design & Layout	500.00	
	Materials & printing	11,764.80	
<i>Proceedings</i>		156,000.00	
	CDs	5,000.00	
	Design & Layout	10,000.00	
	Printing	26,000.00	
	Coordination & Compilation	15,000.00	
	Editing	40,000.00	
	Translation	60,000.00	
<i>Workshop File Covers & Certificates</i>		5,725.00	
	Design & layout	900.00	
	Printing	4,825.00	
<i>Workshop Files</i>		6,538.81	
Resource Persons			23,946.04
<i>Sarah Swords</i>	Accommodation	908.05	

<i>Barbara Rosenstein</i>	Accommodation	4,109.04
<i>Jim Rugh</i>	Accommodation	4,793.88
<i>Lauren Wildschut</i>	Honorarium	5,000.00
<i>Nancy Porteous</i>	Accommodation	5,478.72
<i>Ross Connor</i>	Accommodation	3,656.35

I certify that the amounts detailed in Table 1 and Annex 1 have been actually and necessarily expended under the grant, in accordance with the terms and conditions outlined in the accounting instructions.

Signed:

Date:

Dr ZM Ofir
Executive Director: Evalnet
Chairperson: AfrEA

ANNEX 2: LIST OF COMPETITIVE GRANTHOLDERS

Faysal	Ben Brahim	Head: Department of Standards and Reference Frames	Directorate-General of Standardization and Evaluation, Ministry for Education and Training	Tunis	Tunisia
Tendai	Chiduku	Capacity Building Advisor	Zimbabwe Aids Network	Harare	Zimbabwe
Al - Hamndou	Dorsouma	Etudiant, Departement Gestion de l'Environnement	Université Internationale de langue française au service du développement africain (Université Senghor)	Alexandrie	Egypt
Mouhamed	Gueye	Monitoring and Evaluation Officer	DPRE, Ministry of Education	Dakar	Senegal
Mshaghuley	Ishika	Agricultural Research Officer, Research and Development	Ministry of Agriculture and Food Security	Bukoba	Tanzania
Agnes	Kabajuni	Capacity Building Officer, Skills and Capacity Building Program	Human Rights Network, Uganda	Kampala	Uganda
Deborah	Kaddu-Serwadda	Counselling Psychologist, Capacity Building	Empower Children & Communities against Abuse (ECCA)	Kampala	Uganda
Jonathan	Karanja Njoroge		University of Nairobi	Nairobi	Kenya
Conchita	Kedowide	Engineer in Geographic Information Sciences – EIER Cellule SIG Assistant	Groupe des Ecoles EIER – ETSHER (Ecole des Ingénieurs de l'équipement Rural)	Ouagadougou	Burkina Faso
Pauline	Kharemwa	Postgraduate Student, Faculty of Management	University of the Witwatersrand	Benmore	South Africa
Simon	Kisira	Monitoring Officer, M & E Unit	Literacy and Adult Basic Education	Kampala	Uganda
Maximin Kouessi	Kodjo	Enseignant / Chercheur, Département d'Economie, de Socio-Anthropologie et Communication (DESAC)	Faculté des Sciences Agronomiques, Université d'Abomey Calavi (Bénin)	Cotonou	Benin
Muhammed Deogratias	Liman Lwezaura	Implementation Coordinator Snr Agricultural Economist, Research and Development	BES3/USAID Project Ministry of Agriculture and Food Security	Windhoek Dar es Salaam	Namibia Tanzania
Gladys	Makarawo	Project Manager, Zimbabwe Prevention Project (ZAPP)	Community Medicine, University of Zimbabwe	Harare	Zimbabwe
Julius	Mbeya	Executive Director	Centre for Integrated Community Development and Outreach (CICDOT)	Nairobi	Kenya
Emmanuel	Mkandawire	Programme Officer	Zambia Evaluation Association	Lusaka	Zambia
Salvador	Mondlane Jr.	Lecturer, Environment Faculty	University of Eduardo Mondlane	Maputo	Mozambique

Winza	Muzyamba	Economist, Monitoring & Evaluation, Planning Department	Ministry of Finance and National Planning	Lusaka	Zambia
Charles	Mvula	Senior Planner, Planning and Cooperatives and Development	Ministry of Agriculture and Cooperatives	Lusaka	Zambia
George	Mvula	Senior Food Security Officer, Food Security Department	Action Against Hunger	Lilongwe	Malawi
Angela	Nakafeero	Director Research and Training	Development Alternatives Consult	Kampala	Uganda
Jacinta	Ndambuki*	Executive Director, Administration/Management	Centre for Viable Development Research, Innovation and Intervention	Nairobi	Kenya
Rosette	Ndeezi	Director	Alpha Development Centre	Kampala	Uganda
Dudziro	Nhengu	National Coordinator for BWAZ	African Gender Institute	Rondebosch	South Africa
Chosani	Njobvu	Research Fellow, Institute of Economic and Social Research	University of Zambia	Lusaka	Zambia
Ojukwu Mark	Ojukwu	Research/Program Officer, Monitoring and Evaluation	Life Vanguard	Osogbo	Nigeria
Moire	O'Sullivan	Programs Administrator	The Cradle – The Children's Foundation	Nairobi	Kenya
Ada	Onyejike	Executive Director	Girl Child Art Foundation	Enugu	Nigeria
Rosamund	Oyelaran-Oyeyinka	Assistant Director, Civil Service Commission	Lagos State Government	Maastricht	Netherlands
Marlene	Roefs	Senior Research Specialist, Surveys Analysis Modelling and Mapping	Human Sciences Research Council	Pretoria	South Africa
Fredrick	Samanya	Project Officer, Teacher Training	Enhancement of Universal Primary Education	Kampala	Uganda
Allen	Ssekindi	Liaison Officer, Media Advocacy / Management	Uganda Media Women's Association	Kampala	Uganda
Getahun	Tafesse	Head: Poverty and Human Resource	Ethiopian Economic Policy Research Institute	Addis Ababa	Ethiopia
Samuel	Wachira	Managing Partner	S.M Wachira & Associates Consultants	Nairobi	Kenya
Dede	Watchiba	Monitoring and Evaluation Manager	Programme National Multisectoriel De Lutte Contre Le Sida (PNMLS)	Kinshasa	Democratic Republic of the Congo

ANNEX 3: EXPENSES RELATED TO COMPETITIVE GRANTHOLDERS

Holders of Competitive Grants: Total **533,285.73**

Ada Onyejika		22,170.98
	<i>Accommodation**</i>	3,907.73
	<i>Airport Transfers</i>	603.75
	<i>Dinner & Incidentals</i>	1,380.00
	<i>Registration fees - Conference</i>	1,100.00
	<i>Registration fees - Workshops</i>	980.00
	<i>Travel Expenses</i>	13,711.00
	<i>Visa Costs</i>	488.50
Agnes Kabajuni		17,533.25
	<i>Accommodation**</i>	3,710.00
	<i>Airport Transfers</i>	603.75
	<i>Dinner & Incidentals</i>	1,380.00
	<i>Registration fees - Conference</i>	1,100.00
	<i>Registration fees - Workshops</i>	1,600.00
	<i>Travel Expenses</i>	8,651.00
	<i>Visa Costs</i>	488.50
Alhamndou Dorsouma		20,626.85
	<i>Accommodation</i>	5,959.60
	<i>Airport Transfers</i>	603.75
	<i>Dinner & Incidentals</i>	1,380.00
	<i>Registration fees - Conference</i>	1,100.00
	<i>Registration fees - Workshops</i>	980.00
	<i>Travel Expenses</i>	10,115.00
	<i>Visa Costs</i>	488.50
Allen Ssekindi		17,288.25
	<i>Accommodation**</i>	3,710.00
	<i>Airport Transfers</i>	603.75
	<i>Dinner & Incidentals</i>	1,380.00
	<i>Registration fees - Conference</i>	1,100.00
	<i>Registration fees - Workshops</i>	980.00
	<i>Travel Expenses</i>	9,026.00
	<i>Visa Costs</i>	488.50
Angela Nakafeero		17,754.25
	<i>Accommodation**</i>	3,710.00
	<i>Airport Transfers</i>	603.75
	<i>Dinner & Incidentals</i>	1,380.00
	<i>Registration fees - Conference</i>	1,100.00
	<i>Registration fees - Workshops</i>	1,600.00
	<i>Travel Expenses</i>	8,872.00
	<i>Visa Costs</i>	488.50
Charles Mvula		12,958.47
	<i>Accommodation</i>	4,171.72
	<i>Airport Transfers</i>	603.75
	<i>Dinner & Incidentals</i>	1,380.00
	<i>Registration fees - Conference</i>	1,100.00
	<i>Registration fees - Workshops</i>	1,600.00
	<i>Travel Expenses</i>	4,103.00
Chosani Njobvu		10,896.75

	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	4,103.00	
Conchita Kedowide			19,482.75
	<i>Accommodation</i>	5,154.50	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	11,244.50	
Deborah Kaddu-Serwadda			17,908.06
	<i>Accommodation</i>	4,483.81	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	8,872.00	
	<i>Visa Costs</i>	488.50	
Dede Watchiba			15,211.25
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	6,949.00	
	<i>Visa Costs</i>	488.50	
Deogratias Lwezaura			14,783.97
	<i>Accommodation</i>	4,171.72	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	7,040.00	
	<i>Visa Costs</i>	488.50	
Dudziri Nhengu			5,100.00
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Local Transport</i>	1,020.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	1,600.00	
Emmanuel Mkandawire			11,876.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	4,103.00	
Faysal BenBrahim			19,279.97
	<i>Accommodation</i>	4,171.72	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	

	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	10,556.00	
	<i>Visa Costs</i>	488.50	
Fredrick Samanya			17,134.25
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	8,872.00	
	<i>Visa Costs</i>	488.50	
George Mvula			12,588.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	1,470.00	
	<i>Travel Expenses</i>	4,325.00	
Getahun Tafesse			18,688.97
	<i>Accommodation</i>	4,171.72	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	9,965.00	
	<i>Visa Costs</i>	488.50	
Gladys Makarawo			12,650.25
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	1,600.00	
	<i>Travel Expenses</i>	3,768.00	
	<i>Visa Costs</i>	488.50	
Jacinta Ndambuki*			7,918.00
	<i>Travel Expenses</i>	7,918.00	
Jonathan Njoroge			15,691.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	7,918.00	
Julius Mbeya			16,311.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	1,600.00	
	<i>Travel Expenses</i>	7,918.00	
Ojukwu Mark Ojukwu			21,973.25

	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	13,711.00	
	<i>Visa Costs</i>	488.50	
Marlene Roefs			7,004.59
	<i>Accommodation</i>	2,383.84	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	1,537.00	
Maximin Kodjo			21,588.62
	<i>Accommodation</i>	4,792.87	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	12,732.00	
Moire O'Sullivan			15,691.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	7,918.00	
Mohammed Gueye			17,600.47
	<i>Accommodation</i>	4,171.72	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	10,345.00	
Mshaghuley Ishika			20,902.38
	<i>Accommodation</i>	4,171.72	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	13,158.41	
	<i>Visa Costs</i>	488.50	
Muhammed Liman			8,681.75
	<i>Accommodation</i>	2,100.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	490.00	
	<i>Travel Expenses</i>	3,008.00	
Pauline Kharemwa			9,037.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	

	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	1,264.00	
Rosamund Oyelaran-Oyeyinka			6,231.34
	<i>Travel Expenses</i>	5,841.34	
	<i>Visa Costs</i>	390.00	
Rosette Ndeezi			15,933.25
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	8,651.00	
	<i>Visa Costs</i>	488.50	
Salvador Mondlane			10,380.59
	<i>Accommodation</i>	2,383.84	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	4,913.00	
Samual Wachira			11,661.75
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Travel Expenses</i>	4,868.00	
Simon Kisira			17,134.25
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	980.00	
	<i>Travel Expenses</i>	8,872.00	
	<i>Visa Costs</i>	488.50	
Tendai Chiduku			12,650.25
	<i>Accommodation**</i>	3,710.00	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	1,600.00	
	<i>Travel Expenses</i>	3,768.00	
	<i>Visa Costs</i>	488.50	
Winza Muzyamba			12,958.47
	<i>Accommodation</i>	4,171.72	
	<i>Airport Transfers</i>	603.75	
	<i>Dinner & Incidentals</i>	1,380.00	
	<i>Registration fees - Conference</i>	1,100.00	
	<i>Registration fees - Workshops</i>	1,600.00	
	<i>Travel Expenses</i>	4,103.00	

I certify that the amounts detailed in Annex 3 have been actually and necessarily expended under the grant, in accordance with the terms and conditions outlined in the accounting instructions.

Signed:

Date:

Dr ZM Ofir
Executive Director: Evalnet
Chairperson: AfrEA