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## AFRICAN MALARIA NETWORK TRUST

### Training Course on Financial and Procurement Procedures for European Development Fund Projects

9-12 May 2005, Arusha, Tanzania

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### Workshop Report

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#### Introduction

One of the major donors to AMANET is the European Aid Co-operation Office (AIDCO) of the European Commission. Projects funded by AIDCO have to be accounted for in accordance with the special European Commission guidelines. Thus AMANET decided to work with the MDF Management & Consultancy BV of the Netherlands as an AIDCO accredited firm to organize and host a four-day Training Workshop on “Financial and Procurement Procedures for EDF funded Projects”.

The target participants were financial personnel in African health research institutions that are recipients of AMANET capacity strengthening grants received under the auspices of AIDCO funding. MDF Management and Consultancy BV is a sole AIDCO-commissioned consultant that conducts these trainings. The workshop was held on 09-12 May 2005 at Moivaro Coffee Lodge in Arusha, Tanzania. Thirteen participants in attendance were drawn from AMANET strengthened institutions in Burkina Faso, Ghana, Gabon, Mali, Tanzania, Zambia and Zimbabwe.

#### Objective

The aim of the workshop was to acquaint accountants and procurement officers responsible for managing AMANET capacity strengthening and site development grants with AIDCO accounting standards and procurement procedures. The four-day long training included ten lectures and eight practical exercises covering:

1. Afro-Caribbean Pacific-European Union Cooperation
2. Organization of Europe Aid Cooperation Office
3. Project financing
4. Procurement procedures
5. Programme estimates (budgeting)
6. Internal controls and auditing
7. AMANET accounting procedures
8. International accounting procedures
9. Payments
10. Financial reporting and auditing

The participants were taken through all stages in a project cycle. From its planning, initiation to evaluation, namely Programming, Identification, Formulation, Financing, Implementation and Evaluation. Emphasis was put on the involvement of all professionals throughout all stages of the project cycle. It was noted that most scientific project proposals are written without inputs from accountants or finance officers. African research institutions must therefore learn to involve them as they are

critical partners in the project cycle especially that they involve accountability and reporting back to the donors.

In any of the stages in a Project Cycle, participants were urged to comply with financial and procurement procedures of the different donors, in particular those of the European Development Fund (EDF 9). Recipients of project funds need to invest time and personnel in understanding these requirements in order to avoid non-compliance which jeopardizes the prospect of further fund releases. The need for efficiency, economy and effectiveness were emphasized throughout with practical examples highlighted.

### **Contracts**

The course paid particular attention to contracts. The participants were taken through the various types of contracts supported by EDF namely Works, Supply, Services and Grants. It was however noted that most of the research work is undertaken through Service and Grant contracts. For these the following issues were expanded on:

- Preliminary provision to contracts: language, documents, supervision etc.
- Obligations of the contracting authority.
- Obligations of the contractor.
- Commencement and delay.
- Materials and workmanship.
- Payments, acceptance and maintenance.
- Breach of contracts and termination.
- Settlement of disputes.

### **Feedback**

The overall feedback from participants and facilitators was extremely positive. Various aspects had to be ranked from 4 (very good) to 1 (poor) with highest being given to the criteria 'quality of lectures'. Participants responded particularly well to the practical sessions where they shared their knowledge and experiences. Wherever possible, facilitators encouraged application of knowledge learned to real-life. All participants passed successfully the final examination.