

Sida Projects' Coordination Office (SPCO) 2019/2020 achievements

1. Sida Projects' Coordination Office Annual procurement plan prepared and submitted to AAU Procurement Directorate. Remaining procurement activities from 2018/2019 budget year have been followed up and **5 UPS** purchased from the previous year budget.
2. For the project period 2013-2018 and 2018-2019, financial documents was audited by Certified Audit firm. The audit report submitted to the President of AAU and Embassy of Sweden.
3. As per the project cycle, annual review meeting was held at Ghion Hotel from 04-05 November 2019 with the presence of AAU staffs and representatives from Swedish partner Universities. Higher officials from Embassy of Sweden and AAU also participated and forwarded their appreciation on the program and gave valuable comments for the future performance. Original Plans and newly proposed activities, accomplished activities in 2018/2019 and problems encountered were raised during the discussion session.



Annual Review Meeting Ghion Hotel November 04 and 05

4. SPCO in collaboration with SLU, Swedish University, organized an excel training for 5 consecutive days; half day for each group. Total 37 AAU staffs were trained from different departments; Finance, Human resource, procurement directorate, Project PIs and Sida projects' Coordination Office staffs.





Photos from excel training 11-13 December /2019

5. AAU- Sida 40th Anniversary: the 40th AAU-Sida research collaboration anniversary is scheduled to be celebrated in the coming May 2020. Following the schedule, Sida Projects' Coordination Office conducted a meeting in the presence of Swedish Organizer and other concerned parties. On the meeting, the program reviewed and some additional comments given to be incorporated in the program. Sida Projects' Coordinator; organized a committee with 5 members. Besides, SPCO coordinator; Professor Brook Lemma is communicating with the commissioned Swedish organizer.

So far the following activities have been done:

- Final draft program has been prepared
- The invitation letter has been distributed to Swedish partners.
- SPCO is collecting lists of the invitees from Ethiopia side,
- SPCO coordinator has been communicating the presenters and the organizer since August 2019,

Six month activity / procurement Reports: 01 July 2019 to 31 December 2019 (NOTE: All ETB costs were payable in Ethiopia while SEK are in Sweden.

Result Based Management SPCO

Planned Activity / Procurement	Planned Time	Outcome expected including targets	Performance indicator of outcome	Cost	Outcome result observed in 01 July 2019 to 31 December 2019	Activities done in year to obtain outcome	Remark
Sida project coordination office staff salary	1 July 2019-31 December 2019	8 SPCO staffs perform all planned activities for the specific period, as per the agreement	8 SPCO Staffs	1,404,666.00	7 SPCO staffs have been working to meet expected outcome	Technical and Financial Reports and other office activities have been done	1 head report writer to be employed
Office supplies for Word processors and refreshments	1 July 2019-31 December 2019	4 financial , 4 technical reports plus one external audit report and 2 annual meeting minutes	12 toners (for printers and copier) 10 boxes paper Maintenance twice per year and two over lunch meetings per month	120,000 .00	1 Technical report, 1 Financial report, 2 external audit reports, annual review meeting, compiled minute and other office activities done during the first six month	Annual Purchasing plan submitted to procurement directorate. Five UPS purchased.	Activities done with office Supplies procured in 2018/2019 budget year. Five UPS purchased from last year's remaining budget
Annual external auditing	1 July 2019-31 December 2019	Auditors invited and 2 Annual audit report	2 Audit reports	600,000.00	2013-2018 and 2018/2019 Audit reports generated and Announcement by the purchasing department to Invite auditors for Bid for 2019/2020	Preparing TOR, request purchase for Auditors Preparing financial reports & documents to be audited.	

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Annual meetings	1 July 2019-31 December 2019	One meeting to Discuss on the Activity plan, Disbursed budget expected result, with 4 partnership projects at AAU and Sweden and 13 beneficiaries of the Research Capacity Building Project under SPCO.	1 Annual meeting	133,560.00	1 Annual meeting Conducted	1 Annual meeting held on November /2019 at Ghion Hotel	
Training for SPCO Staffs	1 July 2019-31 December 2019	Excel training for staff from the finance and other departments involved in the program. Individual training for key financial staff at SPCO and financial office.	1Excel training provided by Swedish professors for AAU staffs.		A half day Excel training for 37 AAU staffs from Finance, Procurement, Human resource ,for Project PIs, SPCO staff and other beneficiaries	Preparing training rooms, identifying trainees, booking Hotels for trainers, preparing printing and distributing course modules and compile the assessment of training evaluation; filled by the trainees.	

Six Month Activity/Procurement Report, Responsible center/ person: SPCO

Activity/Procurement	Date of announcement/requesting Purchase	Date of Examination / Planned date to do the activity	No. applicants/ No. of Items requested	Selected person/ Item purchased	Date of employment/ receiving purchased Item	Requested budget	Used budget	Remark
SPCO staff monthly budget (salary)	1 July 2019-31 December 2019	1 July 2019-31 December 2019	8 SPCO staffs	7 SPCO staffs	1 July 2019-31 December 2019	1,404,666.00	903,852.00	1 report writer has not been employed.
Procurement of Materials for SPCO office	August 2019 -31 December 2019	-		12 toners (for printers and copier) 10 boxes paper Maintenance twice per year Tea/coffee and 3 lunch meetings	-	120,000.00	-	On procurement process.
Annual external Auditing	1 July 2019-31 December 2019		2 Audit reports	Auditing 2013-2018 and the first year of the new project period which is 2018/2019	From November 2019 to December 2019			
Annual Review meeting	1 July 2019 -31 December 2019	07-08 Nov/2019	1 Annual planning review meeting	Conference hall rent, Lunch, 2 refreshments, Stationery and Facilitation	04/05 November 2019			
Training for SPCO Staffs	1 July 2019 -31 December 2019	December 2019	1 Excel training	1 Excel training	11 December to 13 December 2019	-		Payment for refreshment