

**DM 2005 Project Implementation  
PROGRESS REPORT**

[12/01/2007]

**I. Background Information**

<b>DM Project Number and Title</b>	4700 – Eco-Friendly Coffins
<b>Report Author’s Name (if different from Team Leader)</b>	Shaun Cozett
<b>Total Award</b>	US\$ 150,000
<b>Amount Disbursed to Date</b>	US\$ 77,500 (55% of the Total Award)

**II. Progress Against Milestones**

i) List the milestone objectives in the first column as expressed in the Project Agreement. The second column should indicate the current status of each milestone objective. In the third column, please provide quantitative data and qualitative information describing the status of the project against that particular milestone.

<b>Milestone Objectives (Copy from the Agreement)</b>	<b>Status (Completed/ In Progress)</b>	<b>Descriptive Information on the Status</b>
<b><u>Project management</u></b>		
<input type="checkbox"/> Project manager appointed	Complete	After much effort, and several processes, Mr. Bheki Dlamini has been appointed as the project manager, effective as of 1 December 2006, for a period of 2 years.
<input type="checkbox"/> Project business Plan finalized	Complete	As reported in the previous period, the business plan has been completed and is being reviewed as the project progresses. Please find attached the latest version of the business plan.
<input type="checkbox"/> Performance Indicators for all aspects of project developed	Ongoing	The Implementing Agent has generously invested resources into the monitoring of the various components of the production cycle. They have compiled a set of indicators for the said components, which they will continue to review as the pilot phase progresses. A copy of this is provided.
<input type="checkbox"/> Monitoring and Evaluation framework for all aspects of project developed	Pending	Now that the indicators have been established, we are in a position to monitor the outputs of the project. The implementing agent has appointed a monitoring and evaluation manager, who has been involved with the project, in setting up the sawmill. His expertise will contribute greatly towards the drafting of the monitoring and evaluation framework.
<input type="checkbox"/> Development of a reporting framework that meets the needs of all stakeholders commenced	Complete	A reporting framework has been developed and circulated at the steering committee meeting held in August 2006. A copy of this is provided.

<input type="checkbox"/> Performance Indicators for all aspects of project monitored  <input type="checkbox"/> Reporting framework that meets the needs of all stakeholders finalized  <input type="checkbox"/> Reports submitted to Steering Committee and World Bank, as required	<p>Ongoing</p> <p>Complete</p> <p>Ongoing</p>	<p>The Implementing Agent has appointed senior personnel to oversee the progress of the various business units. They are constantly monitoring the performance of the units against the targets as indicated above. There is a hand held system in place to monitor production. These are converted into weekly and monthly reports.</p> <p>As above, the reporting framework has been circulated, and all stakeholders have been afforded the opportunity the comment on the structure and content of the template. Now that the project manager has been appointed, we will be able to see how usable the format is.</p> <p>Reports to stakeholders at best have been patchy. With the project manager now in place, the core of the project will enjoy greater coordination. Comprehensive monthly reports will be circulated.</p>
<p><b>Partnership</b></p> <input type="checkbox"/> Memorandums of Agreement drafted between local Faith Based groups and any other partner organizations deemed necessary  <input type="checkbox"/> First Steering Committee meeting held  <input type="checkbox"/> Terms of Reference for Steering Committee finalized  <input type="checkbox"/> 2 Focus Group discussions held, to test acceptability of the project with communities near the pilot site	<p>Complete</p> <p>Complete</p> <p>Incomplete</p> <p>Pending</p>	<p>A Memorandum of Agreement has been signed with the KwaZulu-Natal Christian Council (KZNCC), the provincial arm of the South African Council of Churches. They will act as the distributors for the province. They have five area offices in the province, and each works with churches in the area. They are also represented at forums with other faith-based groups, where the undertaking is that they will market the use of the coffins as widely as possible. They have already started marketing amongst local authorities and traditional leaders for the coffins to be incorporated into their pauper burials. At the current rate of production, a consignment of 500 coffins will be delivered to five outreach sites, to be distributed through local churches.</p> <p>Meeting was held on 10/11/2005</p> <p>The steering committee has met without a formal term of reference, with the aim of giving strategic direction to the project.</p> <p>A proposal has been received from a researcher to under take this study. The intention was to incorporate this into a proposed consultation session that the KZNCC was planning for the province. The event was postponed, as we were approaching the end of the year, and it was felt that early in the new year would get a better response. The new date is 2 February 2007, and preparations are progressing well.</p>

<input type="checkbox"/> Other potential stakeholders identified  <input type="checkbox"/> Quarterly Steering Committee meetings held  <input type="checkbox"/> Other potential stakeholders engaged	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>While in conversation with the SACC, it emerged that they were in similar discussions with the National Association of Burial Societies in South Africa (NABSSA). Discussions are now underway for the three organizations to form a legal entity that would manage this project, and lead the advocacy for lower cost funerals.</p> <p>The last steering committee meeting was held in August 2006. The meeting was attended by representatives of Working for Water, the World Bank, Alliance of Religions and Conservation (via teleconference), SACC and NABSSA. Minutes of the meeting are attached.</p> <p>As above, discussions are underway with the KZNCC, SACC and NABSSA. The traditional leaders and local authorities have also been engaged towards this end.</p>
<p><b><u>Clearing</u></b></p> <input type="checkbox"/> Inventory of available biomass compiled  <input type="checkbox"/> Areas with utilisable pine identified and incorporated into Working for Water, KZN regional APO (Annual Plan of Operations)  <input type="checkbox"/> WfW chainsaw clearing teams evaluated, mobilised and re-trained if necessary  <input type="checkbox"/> 10 ha of pine clearfelled every 4 months, according to WfW norms and standards	<p>Pending</p> <p>Ongoing</p> <p>Complete</p> <p>Ongoing</p>	<p>A proposal has been received from a mapping consultancy, to map the utilisable biomass throughout the KwaZulu-Natal province. This will indicate how much wood is available and where it is. It will enable WfW to plan for teams to clear in a systematic way. It will also indicate other potential areas where production facilities could be situated.</p> <p>The work was incorporated in the 2006/07 Annual Plans of Operation. The 2007/08 Annual Plans of Operation are now being drawn up. The study as above will indicate how these are to be incorporated into the clearing plans for the new financial year.</p> <p>A fully functioning clearing team is currently working exclusively for this project. They have been trained and fitted out with the relevant tools and personal protective equipment.</p> <p>There is enough dry planks to delivered the required 1400 coffins by the end of May 2007. The unit of measurement has been changed from hectares cleared, to logs delivered, and dry planks produced. The clearing team is still infield to ensure that there is enough material to continue producing beyond the target of 1400.</p>
<p><b><u>Harvesting</u></b></p> <input type="checkbox"/> Sawmill supervisor appointed	<p>Complete</p>	<p>A supervisor for the sawmill was appointed,</p>

<input type="checkbox"/> 2 sawmill operators appointed and trained  <input type="checkbox"/> Mobile sawmill procured  <input type="checkbox"/> Utilizable timber harvested, planked and dried  <input type="checkbox"/> Timber transported to point of production	Complete  Complete  Ongoing  Ongoing	<p>but it was felt that the workload did not justify having this as a separate function. The production manager will therefore oversee this component as well, with team leaders for each component reporting to him.</p> <p>At present there are 8 people trained and working in the sawmill.</p>
<p><b><u>Production</u></b></p> <input type="checkbox"/> Production Site Selected  <input type="checkbox"/> Production Supervisor Appointed  <input type="checkbox"/> Production Centre established  <input type="checkbox"/> Wood processing equipment procured  <input type="checkbox"/> Wood processing training programme for 6 Project Participants developed  <input type="checkbox"/> Selection process for 6 trainees initiated  <input type="checkbox"/> 6 Trainees selected and trained  <input type="checkbox"/> 3 Prototype coffins produced – to test with the “market”  <input type="checkbox"/> Prototype coffins tested with the “market”	Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Pending	<p>Accommodation has been provided by the KZN Department of Agriculture and Environmental Affairs.</p> <p>A production manager has been appointed, who will oversee the sawmill and the production of the coffins. He will be assisted by team leaders.</p> <p>There are two production centers currently operational, one at the Cedara site, with the sawmill, and another in Estcourt, about 100km from with sawmill.</p> <p>The Production centres are fully operational.</p> <p>There are currently 15 people working on the assembly and finishing of the coffins.</p> <p>Photos of prototypes provided.</p> <p>To be incorporated into the research. Due Date 10 February 2007</p>

<input type="checkbox"/> Production commenced  <input type="checkbox"/> Production targets reached: 20/month for 3 months (including training period); 40/month for 4 months; 100/month for 12 months.	Complete  Ongoing	The first 500 coffins have been ordered, and will be ready for distribution on 1 February 2007.  The first 500 will be available at as above, after that, 300 coffins per month will be delivered and distributed.
<b><u>Rehabilitation work</u></b> <input type="checkbox"/> Site for rehabilitation nursery identified <input type="checkbox"/> Nursery supervisor appointed <input type="checkbox"/> Training programme for 3 trainees developed <input type="checkbox"/> Selection process for 3 trainees initiated <input type="checkbox"/> 3 trainees selected and trained <input type="checkbox"/> Sites for rehabilitation and for memorial/celebration gardens identified <input type="checkbox"/> Seed collection initiated – engaging WfW teams <input type="checkbox"/> Selected plant species propagated <input type="checkbox"/> Rehabilitation of identified sites commenced	Changed	Discussions are underway with a local indigenous nursery, near the facilities at the Cedara Agricultural College, to propagate plants to be used for rehabilitation of cleared areas. As the nursery complies with the requirements of broad-based black economic empowerment, the intention is to purchase the plants from the nursery, and not establish one in competition.  The first memorial site was opened at Cedara on 8 September 2006, and was an opportunity for WfW staff to plant trees in memory of loved ones who had past away in recent months. The trees were planted in the area that was initially cleared, to provide wood for the project.
<b><u>Advocacy</u></b> <input type="checkbox"/> Project-specific advocacy framework developed and finalized  <input type="checkbox"/> 2 Focus Group discussions held, to test acceptability of the project and prototype coffins with communities near the pilot site  <input type="checkbox"/> Project-specific advocacy framework implemented  <input type="checkbox"/> For every coffin produced and distributed, pastoral aftercare to the bereaved provided.	Incomplete	Although no formal advocacy framework has been drafted, the project has enjoyed a lot of attention, due to the nature of the subject matter.  Through the partnership with the SACC, we are planning to host consultation sessions in each region where people will have a platform to share their experiences with the funeral industry. They will also be introduced to coffins, as a practical measure for reducing the cost of funerals.  These sessions will also be used to gauge public perception of the coffins, and to establish the styles that are required by the market.

ii) If you did not achieve some of your stated milestone objectives, please explain the reasons.

The position of project manager was vacant for a long time. This left the coordination hanging loose. Now that the position has been filled, it is envisaged that these problems will be solved.

iii) Has your project's overall accomplishments to date exceeded the original plan?

No

### III. Overall Project Progress

i) What have been the main challenges of your project to date? What, if any, adjustments have you made to your original business plan in order to overcome the challenges and meet your objectives?

<b>Challenges:</b>	<b>Adjustments:</b>
Appointment of the project manager	The work with Department of Correctional Services has been put on hold.

ii) Have any of your objectives changed or have you added new objectives since you signed your Project Agreement? If Yes, explain the changes.

No

iii) Do you have any concerns about meeting your next milestone objectives?

No

iii) Although this is an interim report, are there any development outcomes or results of your activities to date that you would like to call attention to?

Initially the plan was to employ 11 people to the project. At present, there are 41 people working on the project. While engaging in the pilot phase, it has become clear that the most appropriate way to work is on a task basis. Hence, beneficiaries are paid for the products they deliver and no long the number of days worked. This has led to an increase in productivity, which has enabled additional people to benefit from the employment generated trough the project.
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iv) Reminder: In accordance with Paragraph 3.1.1 of the Project Agreement, each project team is required to submit a statement of account showing the use of the funds within three months after the last disbursement. As a part of periodical expenditure review exercise, please provide an annex with un-audited summary of expenses during this reporting period.

#### IV. Ancillary Achievements

i) Have you or has your organization received any awards/recognitions or media attention as a result of your DM-funded project during this period?

No

Attach web links/news clips, if available:

ii) Has your organization made any new partnerships as a result of this project during this reporting period?

No

iii) Sustainability and scalability after completion of the DM fund are at the top of the DM Team's priorities. Has your organization leveraged new funding or secured future funding during this reporting period?

Yes

If Yes, provide the following information.

Funding Sources: National Department of Water Affairs and Forestry

Amounts Funded/Committed: US\$ 700.000

## Annex I. Project Expenses for this Reporting Period

Items	Sub-Totals (USD)
1 Personnel	0
2 Materials and Equipment	\$37 500
3 Training	\$35 000
4 Travel	0
5 Evaluation/Information Dissemination	0
6 General Administration/Overhead	0
7 Other	
<b>Total Expenses</b>	<b>\$72 500</b>

### Materials and Equipment:

- Hand tools
- Table saw
- Joiners
- Glue Applicators
- Blades
- Clamps
- Drill router bits
- Drying facilities

KZN DAEA have matched this funding in order to purchase all equipment.

### Training

- Wood production
- Wood finishing
- Chainsaw operation