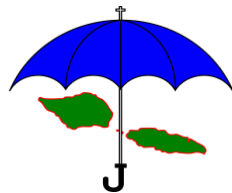




# SUNGO



## Samoa Umbrella for Non-Governmental Organisations

### ANNUAL REPORT 1 July 2019 – 30 June 2020



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## ACRONYMS

AGM	Annual General Meeting
DFAT	Australian Government - Department of Foreign Affairs and Trade
CBC	Capacity Building Coordinator
CEO	Chief Executive Officer
CSOs	Civil Society Organisations
CSSP	Civil Society Support Programme
CBOs	Community Based Organisations
	Convention on the Elimination of all Forms of Discrimination Against Women
CEDAW	
EbA	Ecosystem-based Adaptation
EU EDF	European Union European Development Fund
EC	Executive Councils
GCCA+)	Global Climate Change Alliance Initiative
ICO	Information Officer
IUCN ORO	International Union for Conservation of Nature's Oceania Regional Office
ME	Monitoring and Evaluation
MSP	Marine Spatial Plan
NUS	National University of Samoa
NEOC	National Emergency Operation Centre
NGOs	Non-Governmental Organisations
NOLA	Nuanua O le Alofa
OP	Ocean Plan
PANG	Pacific Alliance for Globalisation
PIANGO	Pacific Islands Association Non-Governmental Organisations
PCA	Post Cotonou Agreement
PSET	Post School Education Training
SICTP	Samoa In-Country Training Programme
SQA	Samoa Qualification Authority
SUNGO	Samoa Umbrella for Non-Governmental Organisation
SVSG	Samoa Victim Support Groups
SGP	Small Grant Programme
SOE	State Of Emergency
SDG	Sustainable Development Goals
TA	Technical Advisor
TNA	Training Needs Analysis
UNDP GEF	United Nations Development Programme / Global Environment Facilities

## Report of the National President Lavea Peseta Lua Nafoti



The 2019-2020 financial year has been a good year for SUNGO with all contracted projects completed. The required work to help deliver the expected outcomes of these projects was constrained to some extent by the limited capacity of office staff, and by the effects of the measles epidemic at the end of 2019 and Covid19 at the beginning of 2020.

Despite the challenges faced by the organisation during the year the Executive Council was able to approve the new organisational structure and recruited staff to five new positions with financial assistance from EU through two major projects i.e. Direct Award and 11<sup>th</sup> Economic Development Fund (EDF). These new positions are Research Officer, Administration Officer, Finance Officer, Information & Communications Officer, and Programme Assistant. The new recruitment has led to a more effective structure for the future with positions and skills more aligned to future needs.

The Measles outbreak gave SUNGO an opportunity to connect with its members and the public through activities such as psychosocial support for affected families as well as provision of basic health and food supplies. However, the restrictions imposed due to the outbreak caused a delay in the implementation of other project activities. SUNGO continued its engagement and visibility to the community through outreach training programmes, CSO forums, and service evaluation during the year. The achievements by SUNGO during the year would not have been possible without the support from our donor partners. I acknowledge with appreciation the financial assistance on behalf of SUNGO and welcome the donor partners continued support in future.

I acknowledge the support from Pasina Christina Taua and the staff of CSSP, and Government Ministries and Corporations who helped promote and value CSO contributions. I also acknowledge the work and commitment of SUNGO Executive Council members to promoting and implementing SUNGO's activities during the year. Your contributions in policy making, attending EC meetings and CSO forums have helped SUNGO achieve its goals over the past year.

We particularly acknowledge the support and ongoing contribution made by our Technical Advisors John and Mary Cretney especially in seeing SUNGO through difficult times. Also, to be acknowledged is Research Technical Advisor Talweez Kaur Senghera for her assistance with surveys and questionnaires for the Spotlight Initiative project on Elimination of Violence Against Women and Girls as well as setting up the research unit for SUNGO. Lastly I thank the management and staff for all the hard work during the year and especially their commitment to raising the profile of SUNGO.

Soifua

A handwritten signature in blue ink, appearing to be 'Lavea', written over a horizontal line.

Lavea Peseta Lua Nafoti  
**NATIONAL PRESIDENT**

## Report of the National Treasurer Roina Faatauvaavavatau

As National Treasurer, I am pleased to present SUNGO's Annual Financial Statements for the year ending 30 June 2020

The 2020 financial year has been a challenging but better year for SUNGO. The present CEO was appointed in October 2019 and four other staff were appointed from February 2020 onwards.



### 1: Statement of Financial Performance - pages 7-8 of the Annual Financial Statements

The following table reflects SUNGO's financial performance from the last 3 financial years.

Year	2020	2019	2018
Result	Surplus \$170,338	Deficit \$18,963	Deficit \$81,028

The support of the following donors has provided SUNGO with significant financial support.

- The three-year European Union (EU) Direct Grant funding provides \$200,000 per year to SUNGO. This funding will finish on 28 February 2022.
- A two-year European Union Economic Development Fund Project started on 1 April 2020.
- A two-year environmental project with the International Union for the Conservation of Nature (IUCN) started early in 2020.
- Two Canada Fund Local Initiative Projects were signed in late 2019. One provided social support following the Measles epidemic and the other is a capacity building project.
- Oxfam has provided funding for community consultations and institutional strengthening for SUNGO itself.
- Two programmes funded by CSSP; a training programme and NGO Assessments were completed.

All the above programmes provide funding for staffing and other administrative overheads. There has been a significant turnaround for SUNGO this year because of the above projects.

Other reasons for the good result were:

- There were significant staff vacancies for most of the year which meant reduced expenditure for salaries and related areas of administration
- SUNGO earned almost \$60,000 in contract management
- There was a significant donation from our Technical Advisors, Cretnays in Partnership

**2: Statement of Financial Position - page 9 of the Annual Financial Statements**

This report shows SUNGO's overall financial position as at 30 June 2020.

Year	2020	2019	2018
Money owed to projects & other creditors	\$609,396	\$245,407	\$104,890
SUNGO's cash	\$230,714	\$173,706	\$169,954
<b>TOTAL Current Assets (Cash)</b>	<b>\$840,110</b>	<b>\$419,113</b>	<b>\$274,844</b>

Year	2020	2019	2018
<b>All Assets</b>	\$944,588	\$774,250	\$793,213
<b>Lands, buildings, cash</b>			

Overall, SUNGO's cash position has improved significantly, by 33%. There is enough cash for 8 months of SUNGO's operational expenditure, at present staffing levels.

**3: Audit.**

The annual audit was carried out by BDO who are extremely thorough, and this ensures SUNGO meets all International Accounting Standards. Donors look for this type of accountability. SUNGO obtained an "unqualified" audit which was an excellent result. BDO recommended some accounting improvements which will be carried out by the CEO.

**Conclusion:**

Despite a difficult year, many people worked hard to ensure SUNGO commitments were met. I wish to thank the following people.

- our donors EU, CSSP, Canada Fund and Oxfam for the funding opportunities which enabled us to serve the needs of CSOs
- the Executive Council for its Governance role which guided and directed SUNGO throughout the year
- our Technical Advisors John and Mary Cretney and Talweez Kaur Senghera for their continuing support with our programmes, resources and advice
- to the members and Stakeholders for their faith and continuous support
- finally, many thanks to the SUNGO staff who made things happen regardless of their reward. A special mention and fa'amalo to Peseta Afoa Arasi Tiotio and Rosa Maulolo who kept the canoe moving forward for the period SUNGO was without a CEO and also to our new CEO, Fuimaono Vaitolo Ofoia, who was appointed in October 2020.

Faafetai, faafetai tele.  
Ma le faaaloalo lava



**Roina Faatauvaavavatau**  
**National Treasurer**

### 3. Overview of the Year

SUNGO as the umbrella body for Civil Society Organisations strives to deliver activities outlined in its annual work plan. These activities aim to fulfil SUNGO's strategic plan and to improve and strengthen Civil Society competency, services, and engagement. This annual report outlines the overall progress of activities implemented and completed this year under each of the Strategic Plan objectives.

Despite the influence and severity of the measles epidemic that struck Samoa in late 2019, SUNGO managed to complete its most important activities successfully through the collective efforts from the stakeholders. Without their assistance and support SUNGO would not have been able to assist the affected families during the Measles, as well as conducting advocacy activities on the three Amendment Bills 2020.

#### 3.1 Governance

The Annual General Meeting for SUNGO was held on 14 February 2020. Normally this would have been held in November 2019. However, the AGM was delayed due to strict restrictions imposed by the State of Emergency for the measles epidemic that affected the country.

##### **The SUNGO Executive Council as at 30 June 2020.**

National President	Lavea Peseta Lua Nafo'i
Vice President	Peseta Malouamaua Afoa Arasi Tiotio
National Treasurer	Roina Faatauvaava-Vavatau
National Secretary	Leilua Faleafaga Toni Tipamaa

##### **Executive Council Members**

Leaula Theresa Asiata  
Tofilau Raymond Voigt  
Leota Lene Leota  
Selesele Uili Amani  
Saena Penaia  
Talalafai Toma Amosa  
Maatafa Faatino Utumapu  
Reserves – Rev. Misiperetiso Ivara, Maria Caroline Kovati, Fialupe Uelese

Nearly 60 representatives from CSO organisations attended the Annual General Meeting. The members who attended endorsed the financial report submitted by SUNGO management and the final audited Annual Accounts. Members felt that the goals of Governance and Management, Communication, and Institutional Strengthening were being achieved. However, some members felt more work was needed in the areas of Policy & Advocacy, and Research.

A working retreat for the newly elected EC and SUNGO staff was held 6-7 March 2020 at St Therese Leauva'a. The key aims of the retreat were to orientate the new Executive Council members (a) to SUNGO's role and responsibilities to its member organisations, and (b) to the EC's role and responsibilities in relation to governance and leadership in achieving SUNGO's goals and objectives.

As part of the retreat, the Strategic Plan, Constitution and Governing Policy of SUNGO were discussed and reviewed. In addition, monthly Executive Council (EC) meetings were scheduled for every second Friday of each month if there was a quorum.

Some of the highlights of the 2019-2020 financial year's activities include the Measles project funded by Canadian Funding under its Humanitarian Aid Programme, and Consultations on the three Amendment Bills 2020 funded by EU through Oxfam in the Pacific under its Influencing and Collaboration initiatives.

### **3.2 Management and staff**

From the start of the year, and following the passing of CEO Fuimaono Falefa Lima in June 2019, SUNGO was managed on an interim basis by the Vice President Afioga Peseta Afoa Arasi Tiotio as Acting CEO. She was assisted by Office Manager Ms Rosa Maulolo. SUNGO is indebted to both for managing SUNGO through a challenging period. Towards the end of 2019 the position of CEO was advertised. Fuimaono Vaitolo Ofoia was subsequently appointed in October and took up his duties as CEO immediately.

In early 2020 SUNGO undertook an organisational review under the auspices of Oxfam, with one recommendation being a review of the organisation structure. As a result, a review was undertaken by the Technical Advisor working with the CEO and a new organisational structure was approved by the Executive Council in June 2020.

A key intent of the change was to facilitate the smooth implementation of several projects especially the need to develop a research unit required by two EU funded projects. The new structure aimed not only to reduce staffing costs but to implement a more effective system for the future with positions and skills more aligned to future needs.

As a result, five new staff members were recruited including Research Officer, Finance Officer, Administration Officer, Information and Communications Officer, and Programme Assistant. In addition, a Project Coordinator was also recruited to coordinate the Marine Spatial Plan project funded by International Union for Conservation of Nature (IUCN).

The management's strategy to building trustworthy and competent human resources is through assessing staff performances, recognition where appropriate, and providing developmental opportunities for staff. This approach commenced with the promotion and recognition of the service of Ms Faapito Opetaia from being a Capacity Building Coordinator to Programme Team Leader. This process will encourage all staff members to commit and honour their appointments so that they can perform their duties beyond expectations.

From mid-2020, a comprehensive staff training programme has been commenced in areas such as research and data collection, finance, computer skills, and report writing, and this will continue. Management also encouraged staff to take further studies with local education providers for further professional developments.



### 3.3 Communication

As reported in the last annual report, SUNGO’s previous Information and Communications Officer was recruited in April 2019 and resigned in May 2020. There has been an improvement in communications from SUNGO to its members, with more regular newsletters, media releases and social media updates. Although the website still needs to be updated more regularly, SUNGO is in the process of selecting a locally based provider, to ensure the website is easily accessible for regular updates, notices and information sharing with all member organizations and stakeholders.

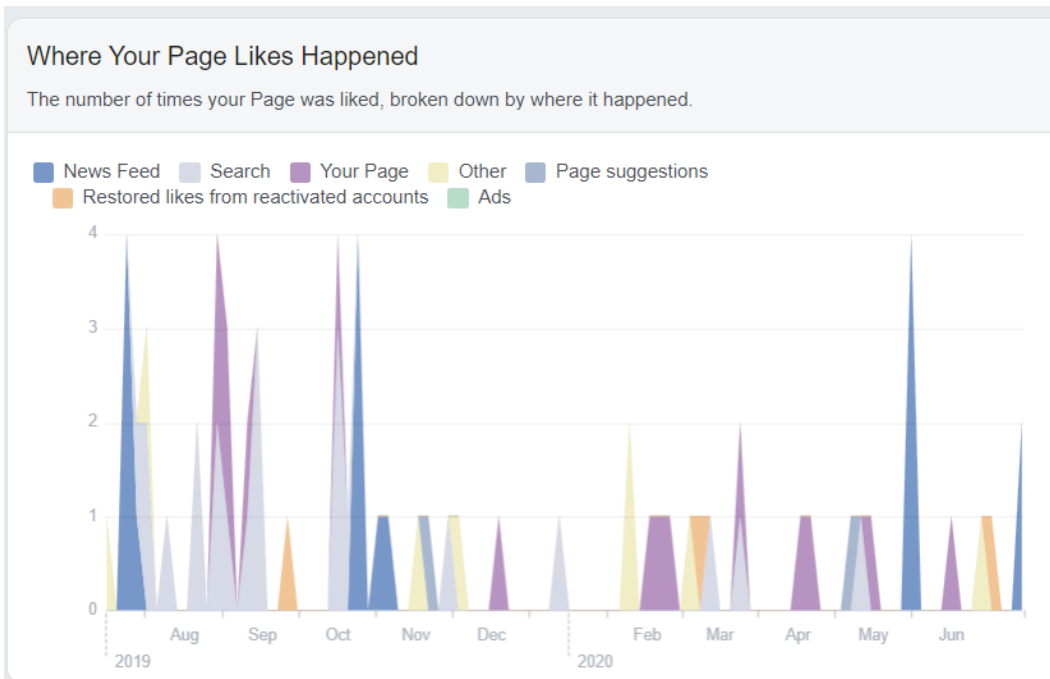
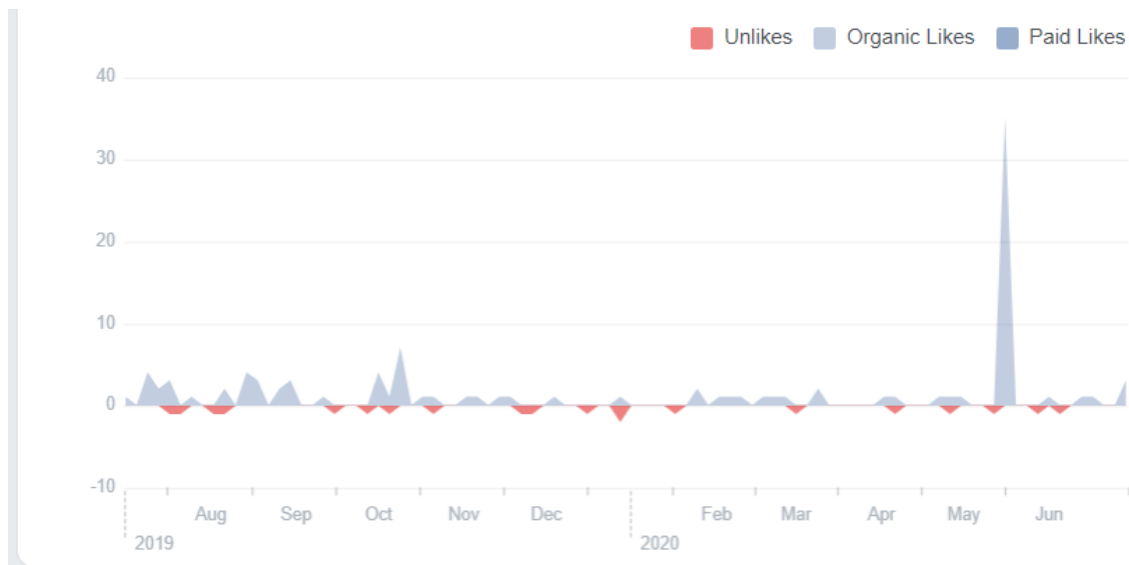
SUNGO members have been sent information for meetings, calls for proposals, newsletters and recruitment throughout the year. This has generated more regular communication between the office and members. Press Releases detailing SUNGO events, as well as Job Vacancy Advertisements have also been sent out to media outlets, and this has also increased SUNGO awareness and visibility. Members are always being encouraged to follow SUNGO’s Facebook Page, to ensure they are up to date with news, events, and funding opportunities.

#### Facebook

In an effort to increase SUNGO’s visibility and profile, SUNGO’s Facebook page was first set up in March 2015. Although this page is over five years old, regular updates and posts have only been undertaken recently. SUNGO staff has utilized this platform more regularly sharing over 100 posts this year alone. Posts include SUNGO information booths at various workshops, partnerships with stakeholders and PIANGO promoting Pacific2030, vacancies and SDGs strategies.

A number of member organizations have also linked successfully to this page and have shared a number of posts, advertisements and updates with their friends and connections on this social media platform. This year, a total of 1245 likes have been recorded with a total of 1254 followers linked to the SUNGO Facebook page.





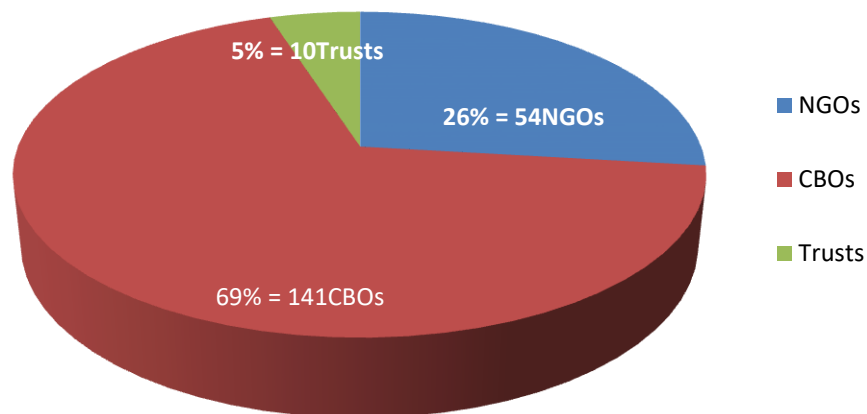
### 3.4 Membership

In the previous Financial Year ended 30 June 2019, the total registered membership for SUNGO was 201. Four new members have joined SUNGO in year ended 30 June 2020. In a monitoring and evaluation exercise carried out in August 2019, a number of organizations which had not paid their annual subscription fees indicated that they still prefer to retain their membership with SUNGO. They also advised that they will make more effort to ensure fees are paid in the future. The current number of registered members now stands at 205. A list of the current membership is attached to this report as Appendix One.

#### SUNGO Membership by Sector

	NGOs	CBOs	Trusts	TOTAL
<b># SUNGO Members</b>	54	141	10	205
<b>Percentage</b>	26%	69%	5%	100%

**SUNGO Members as at 30 June 2020**



### 3.5 Monitoring and Evaluation

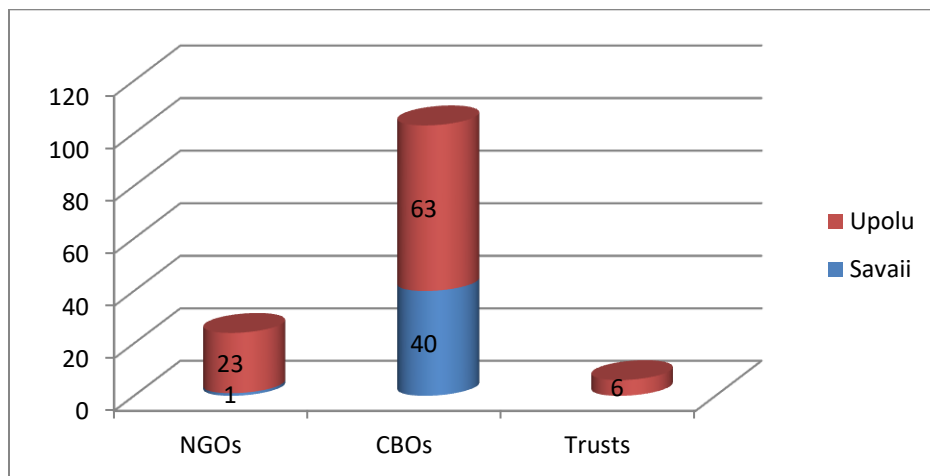
SUNGO’s monitoring and evaluation (M&E) exercise is a vital part of SUNGO’s annual workplan. This activity is being carried out using the online survey tool called KoboTool box to collect data from SUNGO members. This had been developed by the Australian volunteer for NGOs and other CSOs which have accessed the internet. The actual visits to organisations at their respective locations for both Upolu and Savaii were carried out by SUNGO staff and one EC representative.

This Report provides an update of the M&E exercise conducted in August and September 2019. To keep costs down, the exercise was conducted simultaneously with the CBO & NGO Training Needs Analysis visits to members. This was covered by the CSSP DFAT Training Contract funding.

The Annual Work Plan aims to have 75% of members at the end of each financial year visited. During the 2019 year, a total of 133 members, were visited, 41 in Savaii and 92 in Upolu, a total of 65% of the membership. Outstanding questionnaires are being followed up.

#### Members Visited by Island

	NGOs	CBOs	Trusts	TOTAL
<b>SUNGO Members</b>	54	141	10	205
<b>SUNGO Members Visited</b>	24	103	6	133
<b>Savaii</b>	1	40		41
<b>Upolu</b>	23	63	6	92
<b>Percentage of members visited</b>	<b>44%</b>	<b>73%</b>	<b>60%</b>	<b>65%</b>



## **Feedback from Members**

The responses indicate overall satisfaction with the services offered by SUNGO. The members rated SUNGO as an effective and well managed organization. The lowest rating related to SUNGO's communication with members. This gives a clear direction for a focus next year, improving communications with members.

There were a few comments from members about the services provided. Again, the major area of comment was communication with members and came mainly from new registered members who joined SUNGO in early 2019. The cause for this is from staff not being properly trained about specific roles of SUNGO which do not include providing financial assistance for its members.

SUNGO needs to review its communications strategy to ensure that all members have access to the same information. To avoid this issue from happening again, training was provided for staff to develop their understanding of the roles of SUNGO.

## **3.6 Training Needs Analysis**

Each year, the SUNGO training team conducts a Training Needs Analysis (TNA) exercise to identify gaps and issues faced by organizations, and to determine if SUNGO is able to provide training and informal capacity building support. The TNA allows SUNGO to better prepare and prioritise its training for the following year.

In this reporting year, SUNGO conducted the TNA during August and September 2019, while carrying out training for the CSSP Training Project. SUNGO used online methods and site visits to collect the TNA data.

### **Online Methods**

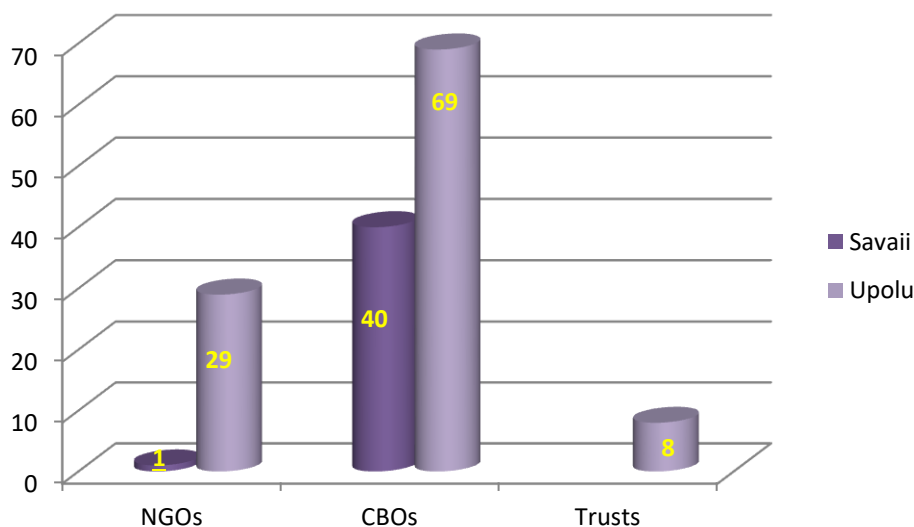
Almost all NGO members and a few CBOs have access to the internet which was helpful to SUNGO in terms of efficiency and effectiveness. Some members still need to complete and submit online TNA forms through emails. In June 2019, SUNGO conducted Data Collection and Analysis training for CSOs under its partnership with the Samoa In-Country Training Programme (SICTP) where the training introduced one of the online survey simple methods for CSOs to collect data. SUNGO used the Kobo-Toolbox (survey tool) to assist in collecting data. This will be an ongoing data collection tool to be used for civil society organisations as it is user-friendly.

## Site visits

SUNGO staff undertook visits to its members in both Savaii and Upolu. Site visits were commenced in August and completed in September 2019. There are a few members of SUNGO that have yet to submit their completed forms to be considered for next year. The table and the graph below shows the number of SUNGO members that were visited and submitted forms;

<b>Training Needs Analysis</b>	<b>NGOs</b>	<b>CBOs</b>	<b>Trusts</b>	<b>TOTAL</b>
# SUNGO Members	54	141	10	205
SUNGO Members Visited	30	109	8	147
Savaii	1	40		41
Upolu	29	69	8	106
<b>Percentage submitting forms</b>	<b>56%</b>	<b>77%</b>	<b>80%</b>	<b>71%</b>

Out of 205 SUNGO members, 73% have been visited and submitted their TNA forms.



SUNGO recognises the need for all positions in their member organisations to undertake training in order to increase their knowledge and skills for the benefit of the community. They believe if people in the organisation including matai, decision makers, other leaders, men, and women and youth have increased capacity and skills they will be able to act accordingly and put the knowledge and skills into action.

Community Based Organisations have identified a common need for improved project management skills. Financial Management is also an identified need. Most members lack the knowledge and skills needed to carry out their roles and responsibilities within their communities. The majority of organisations are now aiming for a better understanding of managing their organisations and managing projects and most of them need training in the next financial year. CBOs do not have a process internally to identify their training needs but most of them prefer training to be conducted at their villages because it is convenient and easy to access.

For Project Management, CBOs identified that they need help with writing Project Proposals as every funding opportunity comes with new criteria and guidelines.

The specialized course in most demand and initiated by FFI is Organic Farming Skills. This training will encourage farmers and unemployed family members to work together in meeting family needs and better utilising their resources as well as protecting the environment.

Each registered Non-Governmental Organisation (NGO) with SUNGO has a different focus for the next financial year but the most sought-after training identified by NGOs related to the need to upskill staff to be able to perform their work well. Most of our NGOs have their own system for identifying their training needs and many of them use their employee performance evaluation form to identify their training needs.

In the area of governance, the greatest interest was for training related to organisational sustainability, risk management and succession planning. In terms of the annual selection of board members each NGO should have clear and identified Board Roles, a Code of Ethics and a Code of Conduct. These policies will help build and maintain good relationships between the boards and the management and assist team development. SUNGO is able to provide the documents needed.

For the area of management, they needed help with Management Development, Implementing Policies, Annual Work Planning and Budget Development. Most NGOs reported a downturn in staff numbers and identified the need to implement a Volunteerism plan for the organisation.

In the Administration and Finance area, the main areas of need are IT & Computer Skills, and writing different kinds of report such as progress reports, training reports, project reports and annual reports. Finally in relation to Project Management, most help is needed with Project and Programme Assessment and Monitoring.

These capacity building requirements must be viewed as an ongoing need. Organisation membership at both board and staff level is constantly changing as board membership changes annually and as staff turnover occurs when staff move between employment (often into government positions), leave the workforce, or migrate overseas.

## 4. PROJECT MANAGEMENT

### 4.1 Community Outreach Response to Measles Outbreak

The Measles epidemic broke out in Samoa in October 2019 and the Government declared a National Emergency the following month. SUNGO joined the National Emergency Operation Centre (NEOC). The Government of Samoa was focussed on the immunisation of the country; however, the negative impact of the loss of life to families and communities was very significant and required closer attention.

In late 2019, SUNGO obtained a grant from the Canadian Government to provide community outreach in response to the Measles outbreak through the provision of psychosocial counselling and provision of supplies to affected families.



#### Assessment

SUNGO and the Ministry of Health through the Mental Health Unit entered into a partnership to carry out the assessments of affected families. A project team was appointed that consisted of SUNGO Executive members and staff, a pastor, professional counsellors from Samoa Social Welfare Fesoasoani Trust, qualified counsellors from Faataua Le Ola, Ministry of Health staff, and a registered nurse.

During the assessments, SUNGO identified the needs of affected families. The assessment collected information about the number in households, age of the deceased/survived, economic status and living conditions.





## Psychosocial Support

Psychosocial support was provided in two ways:

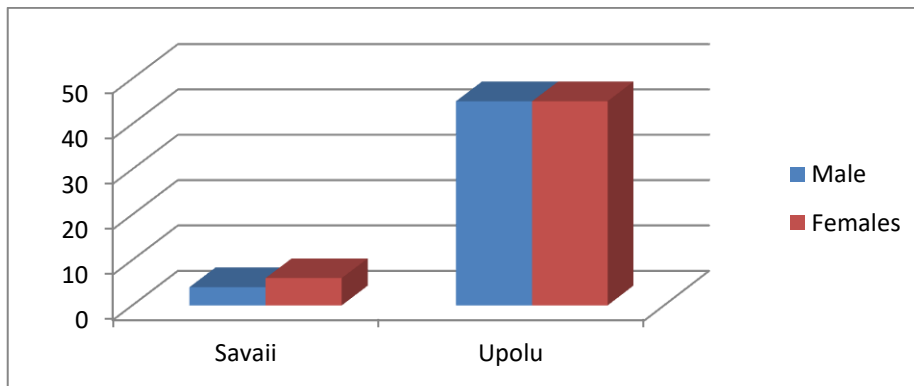
1. Provision of counselling. The programme used a pool of volunteer counsellors. SUNGO and Mental health Unit (MoH) worked together to ensure the psychosocial support materials provided were professional and appropriate for the affected families and target beneficiaries.
2. Provision of supplies to meet some basic needs. The project supplied basic health goods such as toothpaste, toothbrush, baby oil, diapers, hand sanitizers, and soap. We also supplied food such as rice, cereals, noodles, biscuits, milk, sugar, and tea.

Using the information provided by the Ministry of Health, the SUNGO team conducted the visits. A total of 310 families were visited during the period 28 December to late February. Data was collected on all fatalities and this was analysed by gender, island, and age.

## Measles Data Collection

	Deaths			Families Visited	Villages Visited
	MOH Listed	Extra Found	Total		
<b>Upolu</b>	80	10	90	90	55
<b>Savai'i</b>	3	7	10	272	60
<b>TOTAL</b>	83	17	100	362	115

Gender	Savaii	Upolu	Total
<b>Male</b>	4	45	49
<b>Females</b>	6	45	51



Four children in this family in the village of Foailuga on Savai'i contracted measles & recovered



Three children from this family in the village of Lauili on Upolu died from measles



## 5. Information and Liaison

### 5.1 Communication

#### **SUNGO has improved its communication with its members.**

SUNGO recruited a new Information & Communication Officer (ICO) in April 2019, leading to two quarterly newsletters which provided information and event details covering the last six months. The newsletter was disseminated to all members via email, hand delivery, and through meetings and the AGM. SUNGO's Facebook page has been upgraded and the ICO has been trained by the Australian volunteer. It had been hoped that a new volunteer would assist in that area to ensure that access to members was maintained. However, the outbreak of COVID meant the volunteer could not be engaged

#### **Increased number of members actively engaging with SUNGO.**

There are also non-members of SUNGO who likes and shares SUNGO's Facebook posts to their friends and that expand the profiling and introduced SUNGO to new members. There were people that visited the SUNGO office and requested further information regarding SUNGO services for their community based on receiving news from friends on SUNGO's Facebook page.

#### **Existing members retained and new members recruited.**

SUNGO increased its membership with four new members raising membership from 201 to 205 members

#### **Up to date comprehensive database of membership developed and maintained.**

The SUNGO membership database has always been updated and maintained by the ICO. The database divides into five thematic areas where we can easily allocate executive members to meetings and forums. The list of these thematic areas is on the website for members and the communities to access.

#### **Public profile of SUNGO has been strengthened.**

SUNGO utilizes communication about the role of civil society to its partners through Facebook, emails, press releases, monthly newsletters and most of events are publicised on SUNGO's website.

### 5.2 CSO Support

#### **Mentoring Assistance**

Mentoring villages or organisations in developing their proposals for funding is a very important part of the training provided by SUNGO through enhancing their skills and capacity to complete the application forms required. All villages attending the training were very grateful and appreciative for the additional weeks of mentoring and assistance provided in filling out the application forms for small projects funding.

The SUNGO team of trainers / mentors were divided amongst the villages that had a project ready to apply for funding and were able to provide the assistance needed. It was an on the job process to provide mentoring skills while the village committees were writing and filling in application forms.

### **Canada Funding Local Initiative**

SUNGO was successful in securing funding support from Canada this year. This support is to ensure that SUNGO is able to continually assist and support Samoa's Civil Society sector with *the aim of fostering a competent and confident Civil Society sector that promotes sustainable development and improved quality of life for the people of Samoa.*

CSOs are more likely to be able to facilitate effective change and ensure civil society voices are heard if they understand how government works, for example:

- how bills are passed;
- what consultation requirements need to be met;
- the length of time it takes for legislation to be passed; and
- who can assist with any complaints (for example the Ombudsman).

While many CSOs advocate for the issues they represent, many CSOs lack a broader understanding of government processes and mechanisms and how best to engage with them. Additionally, as Samoa is due for its next elections in 2021, a civil society sector that can better engage with Government can encourage greater political participation and ensure community voices are heard in the period before the election.

The implementation of activities proposed under this contract was delayed due to the state of emergency in Samoa for the measles epidemic and was extended to 29 December 2019. To prevent the further spread of measles, the Samoa Government closed all schools, community engagement consultations were cancelled as were all meetings and training courses, church gatherings and community activities. This followed the government's declaration of a state of emergency, with exams postponed until further notice.

SUNGO is working closely with our partners and communities to coordinate the remaining activities and consultation sessions in areas identified in this project agreement. The activities included are;

- TNT Consultant to conduct Training of Trainers for SUNGO training team
- Conducting five 3-day training sessions: one session for NGOs at SUNGO, one in Savaii and three training workshops in Upolu.
- Monitoring and Evaluation of the training.

These activities are currently in progress and SUNGO is aiming to complete them by 30 April 2021

### 5.3 Policy and Advocacy

*Capacity of CSOs developed to better advocate on behalf of civil society.* SUNGO managed to host various dialogues and meetings on issues discussed nationally, regionally and internationally. SUNGO member organisations were invited to participate and represent civil society in forums and consultations.

*Common policies developed with member organisations on key issues.* SUNGO organisation reviewed some of its policies to align with national standards or Government Strategy such as SDGs, Agenda 2030 etc.

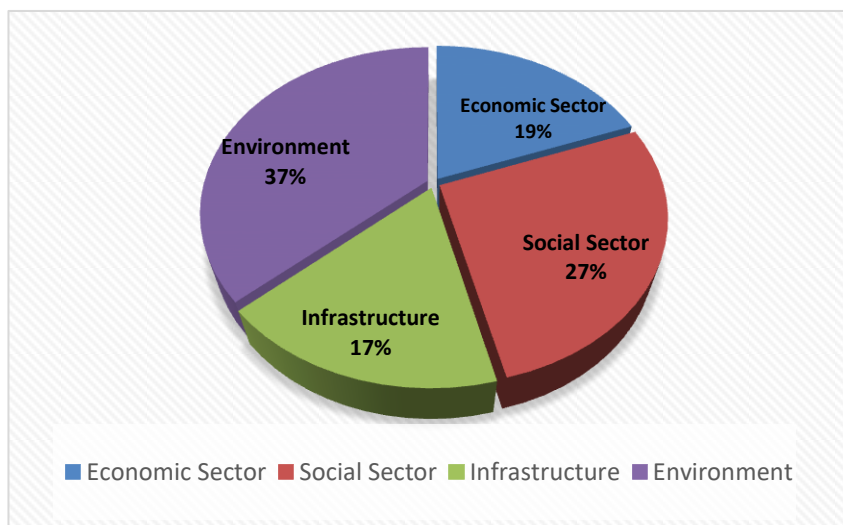
*SUNGO members have actively participated in national and international initiatives.* Samoa civil societies have various areas of need and SUNGO represents Civil Societies in four key sectors with fourteen thematic areas. That is the representation of civil society in its partnership with the Government of Samoa.

*Relevant issue-based information made available through all forms of media.* SUNGO's shared news, events, advertisements, meetings, updates and press releases on our website, emails distributions, quarterly newsletters and other forms of media. SUNGO and its members who have Facebook pages had shared and liked each page to make information spread and available at any time.

SUNGO's presence in the Thematic areas established and put into place by Government, is evident in the many invitations received by the organisation to participate in meetings related to these Thematic areas. The 13 Thematic groups are divided into 4 Sectors, to which SUNGO has allocated either an Executive member, or a member organisation which has a link to the Thematic area in question. Below, is a summary of the total meetings attended in the Financial year ended 30 June 2020 where SUNGO was fortunate to be invited to attend.

Thematic Area	Number of Meetings
Economic Sector	10
Social Sector	14
Infrastructure	9
Environment	19

**Graph: Percentage of meetings by Sector**



## OXFAM Project SUNGO Capacity Strengthening Project

In early May 2020, SUNGO was approached by Fiji based OXFAM in the Pacific with a proposal for a capacity strengthening project for SUNGO itself, funded by a USD30,000 European Union grant.

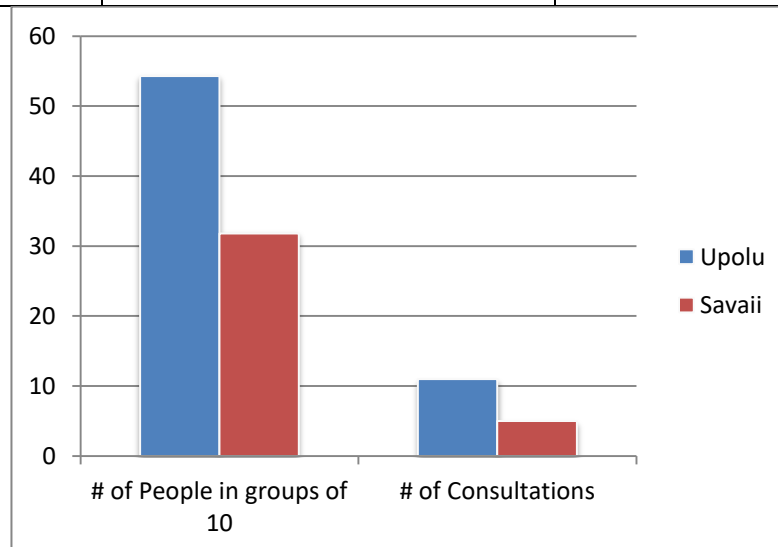
A workshop was convened by OXFAM staff for the SUNGO Board and staff. The aim of the workshop was to assess SUNGO’s organisational capacity and to develop an organisational development plan to address weaknesses. A draft plan was developed at this May workshop. The plan was then analysed with the assistance of a Technical Advisor and developed into a full Action Work Plan. This action plan aimed to address organisational weaknesses under the areas of Governance, Organisation and Management, Human Resources, Finance, and Community Collaboration. A contract was signed to implement the plan, covering the period 1 June – 30 September 2020.

### Community Consultation on key legislation

During May and June 2020, the government was proposing three amendment bills in relation to the constitution, lands and titles court, and judicature. Given the significance of these three amendment bills, community consultation was seen as a high priority by the Executive Council. The originally planned single forum was expanded to a series of 16 forums held across the country once COVID restrictions were sufficiently relaxed for public meetings. By 30 June, 12 forums had been completed, six on Upolu, five on Savai’i, and one on the island of Manono. The table below lists the results for the 12 forums held before 30 June 2020. Four further forums were held on Upolu after 30 June.

	Male	Female	Not known	Total
<b>Upolu</b>	245	212	86	543
<b>Savai’i</b>	215	101	2	318
<b>TOTAL</b>	460	313	88	861

Island	# of People in groups of 10	# of Consultations
<b>Upolu</b>	543	11
<b>Savai’i</b>	318	5



Those attending were given the opportunity to express their opinions about the three amendment bills without any influence from SUNGO members. As depicted in the analysis most people rejected the bills because they believe this legislation would put their families and heritage in jeopardy. For example, family members would end up fighting for a matai title under the influence of other people who were not direct descendants of a matai title. Serious concern was raised about the real motive and political intent behind these amendment bills.



The views of those attending were obtained via a questionnaire in which the two options provided were to tick the box for either 'Agree with the amendments' or 'Disagree with the amendments'. The same form included a question to participants whether they support the work of SUNGO. The general observation supported by the data and analysis, was that more than 94% of people rejected the amendment bills. Everyone who participated was very supportive of this SUNGO initiative and understood the repercussions of these bills for the Samoan community.

This project continued to 30 September 2020, across two financial years. A full report covering all activities will be reported in the 2021 annual report.

### **Asian Foundation Task Force Visit**

The Asian Foundations Task Force members visited Samoa in August 2019 to explore the prospect of expanding their work in the Pacific Islands. Mr Kim McQuay and Maureen Hasib visited SUNGO headquarters meeting with our Interim CEO Peseta Afoa Arasi Tiotio together with the Capacity Building Coordinator (CBC) Ms Faapito Opeteia.



The objective of the meeting was to discuss the roles and influence of civil society in Samoa with a focus on the environmental, political and economic factors. The broader development efforts supported by SUNGO were also discussed.

## **IUCN Programme**

The International Union for Conservation of Nature's Oceania Regional Office, with funding from the European Union's Global Climate Change Alliance Initiative, is working in partnership with the Government of Samoa to support Ecosystem-based Adaptation by implementing a national-scale Marine Spatial Plan while strengthening community engagement in climate actions. The aim of this project is to encourage our communities to take care of our waters for day to day and future consumption.

The Programme Coordinator with the assistance of IUCN representatives conducted forums and meetings with local marine experts discussing strategies in communications and consultations for the communities' awareness of the importance of conserving our waters. Some of the activities including consultations with villages were postponed due to the strict restrictions on State of Emergency of Covid-19. These activities have now been planned to commence in February 2021.

### **5.4 Research**

As one of SUNGO's goals, Research is an area where SUNGO had made only limited progress. The Australian Volunteer Talweez Kaur Senghera provided valuable assistance and training to strengthen the capacity of SUNGO staff. Areas of activity which are research related included monitoring and evaluation, data collection, proposal writing, and creating an online survey to collate feedback from members.

We are also very pleased to report that the key objective of establishing a Research Unit within SUNGO has been achieved. This involved the recruitment of the Research Officer and the Programme Assistant funded under European Union (European Development Fund (EDF)) Programme. This programme also enabled the purchasing of new vehicle to assist in transportation and performing research activities.

We are looking forward during the coming year to building the capacity of the research unit and completing the major project required under the EDF programme.

### **5.5 Institutional Strengthening**

SUNGO's institutional capacity building mandate includes providing training programmes for civil society in Samoa, ensuring the recognition of its programmes by the Samoa Qualification Authority (SQA) where relevant, ensuring a stable pool of trainers, fostering partnerships to provide better training programmes, securing funding for these programmes, and conducting regular monitoring and evaluation to improve SUNGO's capacity building offerings.

SUNGO provides informal learning activities to its members and civil society organisations at the grassroots level where adult learning is encouraged. SUNGO endeavours to make knowledge and skills required by civil society organisations more accessible through informal training opportunities for our members.

A cornerstone of the SUNGO training programme for many years has been the Samoa In-country Training Programme (SICTP) which provided opportunities for capacity building directed primarily towards nationally based NGOs.

However with changes at NUS, the SICTP programme was closed from September 2019 leaving a future void in training for NGOs unless this need can be met through other channels.

SUNGO maintains its registration through Samoa Qualification Authority (SQA) as a recognised PSET Training Provider.

SUNGO used the training resources that it has developed through its training programmes to provide individualised support to its members based on requests received online and provided this support either at the SUNGO base or at community locations.

### **Training Programmes Delivered**

No training was provided during the Measles crisis and the current Coronavirus pandemic. Training and community engagement was planned for the period October 2019 – February 2020 but was unable to be implemented once the Government of Samoa commenced the State of Emergency (SOE)

With the demise of the ICTP programme, seven courses previously offered under this programme are proposed under the newly signed EU EDF contract commencing in April 2020. Courses proposed include Counselling skills, proposal writing, report writing, Financial Accounting and Audit, Data Collections and Analysis, Monitoring & Evaluation and the Strategic Planning.

### **CSSP DFAT Training Project**

SUNGO's organisational management capacity building programme aims to ensure that CSO's are better equipped to run their organisations and programmes, ensuring greater effectiveness and sustainability. This in turn will more likely produce better outcomes for vulnerable groups and communities targeted by CSO programmes.

SUNGO aims to ensure all of its programmes are inclusive, to ensure that the most vulnerable groups including women, youth, persons with disability and the elderly are able to participate.

By the commencement of the 2019-2020 year the following courses had been delivered under the DFAT Training project

1. Financial Policies and Procedures, and Planning
2. Financial Accounting
3. Financial Reporting
4. Financial Annual Accounting and Auditing
5. Good Governance for CSOs





SUNGO also provided support by advising trainees of funding opportunities as they became available, and assisted villages who approached SUNGO in developing their plans. However more proactive assistance and follow up with organisations and communities by SUNGO would have ensured greater outcomes for the project. SUNGO has identified this as an area for future improvement in the service it offers.

## **6: Acknowledgements**

The SUNGO Management and Staff wish to acknowledge the support and assistance from all its development partners, donors, civil society organisations, stakeholders, and the Executive Council. Your support has been essential to our efforts in undertaking the activities set out in our strategic plan.

SUNGO also appreciates the support of key line government Ministries which have recognised the voice of civil society through representation on various Steering Committees and Councils. These opportunities are important to civil society whereby CSOs can influence government policies, guidelines, and have an impact on issues that matter the most to our communities.

SUNGO looks forward to securing a stronger financial base through which it can continue to build more durable and genuine partnerships and improve the support it is able to provide to all civil society organisations and communities and advocate for their needs.

**Appendix One: SUNGO Membership List as at 30 June 2020**

#	ORGANISATION	#	ORGANISATION
1	Adventist Development & Relief Agency (ADRA)	104	Mafutaga Tina Metotisi Lefagaoalii
2	Ailao Club Samoa	105	Mafutaga Tina Asofitu Samalaeulu (SDA)
3	Alii, Faletua, Tausi, Saoao Malosi o le Nuu Solosolo	106	Malaemalu Methodist Youth
4	Alii ma Faipule Faleapuna	107	Malie Assembly of God
5	Alii ma Faipule Malae Faga	108	Manumalo Baptist School Trust Salelologa
6	Alii ma Faipule Paia	109	Manumalo Baptist School and Community Center Trust Incorporated Leone
7	Alii ma Faipule Fogatuli	110	Matagaluega Metotisi Leulumoega Tuai
8	Alii ma Faipule Tapueleele	111	Matuaileoo Environment Trust Incorporated (METI)
9	Alii ma Faipule Vaitele Tai	112	Mauloa Agriculture Development
10	Animal Protection Society (APS)	113	Mixed Farming Group Co-Operative Society
11	Aoga AsoSa Metotisi Vaimoso	114	Motivational Arts Dance & Drama Gallery (MADD)
12	Asosi Taulasea Samoa	115	Namusigano Development Organisation
13	Atina'e mo le Manuia Matautu Lefaga	116	National Council of Early Childhood Education (NCECE)
14	Atina'e Tauatia'e Samatau	117	National World Women's Christian Temperance Union
15	Aualofa Falealupo Uta (LDS)	118	New Growth Pre School Laulii
16	Au Fai Faatoaga Lafu Manu Tauatia'e, Sosaiete Solosolo	119	Nuanua o le Alofa (NOLA)
17	Aufailafumanu Puleono Salafai	120	Pasefika Mana Samoa Social Work Services Incorporated
18	Aumaga Muagututia Gagaifolevao Taulelea	121	Nuusa Farmers Association Sasina
19	Australian Pacific Technical College (APTC)	122	O le Pupu Pue National Park
20	Autalavou Metotisi Tanugamanono	123	O le Siosiomaga Society Incorporated (OLSSI)
21	Autalavou EFKS Manunu	124	Olo o le Alofa Samoa (OLA Samoa)
22	Autalavou EFKS Moataa	125	Pacific Water & Waste Association
23	Autalavou EFKS Togo Lotosoa Saleimoa	126	Paia Catholic Youth
24	Autalavou EFKS Vaoala	127	Pan Pacific South East Asia Women's Association (PPSEAWA)
25	Autalavou Metotisi Lefagaoalii, Savaii	128	Paneta Kalapu
26	Autalavou Metotisi Salani	129	Papase'ea Sliding Rock Development
27	Autalavou Nasareta Vaitele Fou	130	Piu Community Development
28	Au Uso Fealofani & Methodist Youth Saleaula	131	Punalei Pool Club Faleapuna
29	Au Uso Fealofani Pitonuu i Tai Satupaitea	132	Robert Louis Stevenson Foundation (RLSFI)

30	Au Uso Fealofani Autalavou Saletagaloa, Salelologa	133	Rotaract Club of Samoa
31	Au Uso Fealofani Methodist Youth & Sunday School Faleolo Safune.	134	Saina Methodist Youth Group
32	Au Uso Fealofani Methodist Youth Sapulu Salelologa	135	Saleimoa Community Based Organisation
33	Au Uso Fealofani Salelavalu	136	Salimu Village Women Development
34	Au Uso Fealofani Sasina	137	Saloga Methodist Youth Salelologa
35	Baha'i Charitable Trust	138	Samalaeulu Worship Centre
36	Beekeepers Association of Samoa (BAS)	139	Samoa Adventist Lalovaea PTA
37	Children of the Kingdom Iva	140	Samoa Aids Foundation (SAF)
38	Clarence Sebastian Trust Foundation	141	Samoa Association of Human Rights and Law Incorporated
39	Community Revival Outreach Programme Incorporated (CROP)	142	Samoa Association of Manufacturers & Exporters (SAME)
40	Congregational Christian Church Vaipuna	143	Samoa Association of Women Graduates (SAWG)
41	Diabetes Association	144	Samoa Cancer Society
42	Education and Science Foundation Incorporated	145	Samoa Conservation Society (SCS)
43	EFKS Faleasiu Womens Fellowship	146	Samoa Family Health Association (SFHA)
44	EFKS Falevao	147	Samoa Federated Farmers Incorporated (SFFI)
45	EFKS Iva Youth	148	Samoa Hotel Association (SHA)
46	EFKS Leauvaa	149	Samoa Independent Seventh Day Adventist Church Autalavou Vaitele Fou (SISDAC)
47	EFKS Lelepa	150	Samoa Independent Seventh Day Adventist Church Books & Wellness Service Saleufi (SISDAC)
48	EFKS Nuufou	151	Samoa Independent Seventh Day Adventist Church, Salelavalu (SISDAC)
49	EFKS Tanugamanono Youth	152	Samoa Institute of Architects (SIARCH)
50	EFKS Tulaele Youth	153	Samoa National Council of Churches (SNCC)
51	EFKS Vaipu'a	154	Samoa National Youth Council (SNYC)
52	EFKS Vaitele Uta Mafutaga Tina	155	Samoa Registered Nurses Association (SRNA)
53	EFKS Vavau Community	156	Samoa Returnees Charitable Trust (SRCT)
54	Ekalesia Faalapotopotoga Kerisiano i Samoa	157	Samoa Social Welfare Fesoasoani Trust (SSWEFT)
55	Export Taro Growers Group Fatuvalu	158	Samoa United Nations Association Tu ma Aga Faamatai
56	Faalapotopotoga Atinae o Komiti Tumama o Samoa (Samoa Women Committee Development Organization Incorporated)	159	Samoa Victim Support Group (SVSG)

57	Faalapotopotoga Aufaifaatoaga Laiti i Aleisa	160	Samoa Youth for Christ (YFC)
58	Faalapotopotoga o Atinae mo le Soifua, Fusi Saoluafata	161	Sasina Pre School
59	Fa'asao Savaii Society	162	Saumalu Community Pre School
60	Faataua le Ola (FLO)	163	Sei Oriana Trust
61	Fasitoo Uta Aoga Amata	164	Seventh Day Adventist Taga Savaii (SDA)
62	Fathers Association Faleasiu Satomai	165	Sosaiete o Aumaga ma Taulelea Salailua Aualuma
63	Football Federation of Samoa	166	SENESE Preparatory School
64	Fortress of Faith Ministries Trust	167	Seu le Manu ae tagai le Galu (SMTG)
65	Gagaifolevao EFKS Junior Youth	168	Shrine of the Three Hearts (Gualofa Ministry)
66	Gataula Primary Health Care	169	Simple Law
67	GOSHEN Trust	170	Siusega AOG Community Youth
68	Independent Water & Waste Schemes Association	171	Small Business Enterprise (SBEC)
69	Inter-Island Group Apia	172	Soifua Manuia Incorporated (Samoa)
70	Itupa Tamaita'i EFKS Lauili	173	Sosaiete aufaipopo i Samoa
71	Kionasina Fishing Club Apia	174	Sosaiete Fesoasoani Moni Sasina
72	Komiti & Poloketi a le Nuu Vailoa Faleata	175	Sosaiete o le Atinae Aiga Siufaga
73	Komiti a Tina Falealupo	176	Sosaiete Tulimatagau Palisi
74	Komiti Aoga Tulagalua Fasitoo Tai	177	South Pacific Business Development (SPBD)
75	Komiti Atinae Faleu Manono	178	St Teresa Parent Teacher Association Fusi Savaii
76	Komiti Faletua, Tausi & Aumaga Saoluafata	179	Survival Foundation Society, Vaitele
77	Komiti o le Vai Nuusuatia	180	Tafua Tai Methodist Youth
78	Komiti o Tina Siupapa, Lepa	181	Tagiilima Lano, Savaii
79	Komiti o Tina ma Tamaitai Loimata o Apaula Papauta	182	Tagiilima Samalaeulu
80	Komiti Tina & Tama'ta'i Sala'ilua	183	Tamaitai o le Mauga Lalovaea
81	Komiti Tina Pitonuu Iniini Satupaitea	184	Tama O le Sami Salelavalu
82	Komiti Tina Falefa	185	Tauatina'e Kalapu Lepuai Manono
83	Komiti Tina & tama'ta'i Vineula	186	Tauilili Club Vailima
84	Komiti Tina Aele Fou	187	Tausala o Falefatu Moataa
85	Komiti Tina Faleapuna	188	Tautai Samoa Association Incorporated
86	Komiti Tina Poutasi	189	Tavana Nurses on Wheels
87	Komiti Tumama Tina ma Tama'ita'i Taelefaga	190	Tiapapata Arts Centre
88	Komiti Tumama Tina ma Tama'ita'i Samamea	191	Tofa Sinasina Samoa Association of Counsellors
89	Komiti Tumama Tina ma Tama'ita'i Salimu	192	Tulaele 1st Relief Society Association

90	Komiti Vaifoa Lealalii Faleasiu	193	To'omaga o Aiga Incorporated (TOA)
91	Leauvaa Tuanai Saleimoa Society Vaioalii Tuanai	194	Universal Peace Federation
92	Lavea'i Samoa Charity Trust	195	Universal Penetecostal Ministry (UPM)
93	Le Piu Farmers	196	Utuloa Asau Methodist Youth
94	Leadership Samoa	197	Vaa o Manu (Faleapuna)
95	Leo o Faamanuiaga (Voice of Blessing)	198	Vaiala Development Committee
96	Loto Taumafai Education	199	Vaiana Komiti Tina Tapueleele
97	Lotofagā Development	200	Vailele Learning Centre
98	MAFUTA Organisation	201	Vaisilika Organisation Faleasiu
99	Mafutaga Tina EFKS Faatoia	202	VOC Women & Youth Fellowship Vaitele Uta
100	Mafutaga Tina EFKS Faleapuna	203	Voice of Christ Full Gospel Church Siufaga, Savaii
101	Mafutaga Tina EFKS Fogatuli	204	Wesley College Parent Teacher Association
102	Mafutaga Tina EFKS Tafitoala	205	Young Women's Christian Association (YWCA)
103	Mafutaga Tina Malotau St Peter Channel		