

Nile Basin Initiative

Nile Transboundary Environmental Action Project
(NTEAP)

Rwanda National Coordination Office

ANNUAL REPORT 2005

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NILE BASIN INITIATIVE

FOREWORD

The National Project Coordination office of the Nile Transboundary Environmental Action Project (NTEAP) in Rwanda is pleased to present its annual report for the year 2005.

The annual report basically shows the status of implementation; problems encountered; the degree of achievements of project objectives; procurement status; and inventory of project assets during the period of January – October. The report also provides a projection of expected realised activities from November to the end of the year (31st December 2005).

For the first half of the year all the realised activities were done with facilitation of the NTEAP hosting institution, Rwanda Environmental Management Authority (REMA) and in the absence of an active National Coordination Office. After the establishment of a National Coordination Office (although not fully staffed as of now) the main activities for the first half of the third quarter of the year were the starting up of the national office to operational status.

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1 HIGHLIGHTS OF 2005

The National Coordination office was operationalised with the recruitment of the National Project Coordinator (NPC) at the beginning of the third quarter of 2005. The office furniture was procured including other office equipment such as a computer and printer. The national coordination office does not have a project vehicle and has not hired a driver/administrative assistant due to the government policy on project and public service vehicles. For purposes of facilitating the NPC performance the Project Management Unit (PMU) finance and procurement specialist visited the national office and provided a brief orientation on all the operations and procedures with the corresponding documents. The recruitment of the Local Micro-grants Coordinator is being finalized and he will be in office by the end of the year.

One regional workshop and one national work shop was organized. Rwanda, however participated in other regional workshops organized by NTEAP prior to setting up of the national coordination office. These workshops were mainly attended by members from the host institution.

Two national working groups were established and are now fully operational i.e. the environmental education and awareness; and water quality working groups. A national consultant was hired to carry out the soil erosion study in the country.

In addition to monthly reporting a draft annual work plan for the year 2006 was prepared taking into consideration the unrealized activities if the year 2005; and the guidelines provided by the Lead Specialists for the 2006 action plan.

2 MAIN ACHIEVEMENTS BY COMPONENTS

2.1 Institutional strengthening to facilitate regional cooperation

Hosted and Facilitated the Nile River Awareness Kit (NileRAK) mission to Rwanda. This included setting up of meetings with stakeholders, national working groups, the NileCOM chair; and making all the necessary arrangements for the two field trips that were undertaken. REMA was also represented in the regional NileRAK workshop held in Nairobi, Kenya.

The NPC attended the first NTEAP retreat that was held in Sodere, Ethiopia from 19th – 21st September. This retreat provided a deeper insight into the NTEAP operations, problems encountered and the working solutions.

Facilitation of the participation of the TAC in the training of trainers' workshop in Integrated Water Resource Management. Unfortunately the TAC member was unable to attend due to other pressing issues.

The NPC office furniture was delivered in August 2005. An application was made for a telephone line from the national telephone cooperation and it has not been provided as of now. The procurement process for the project vehicle is its final stages awaiting authorisation, from the Government of Rwanda, for UNDP Rwanda to process the UN number plates.

It is anticipated that a draft report for the soil erosion study will be available for comments by the end of the year (2005)

As a member of the national steering committee (NSC) the NPC attended the first workshop of the GEF/UNDP small grants programme (SGP), held to approve the national strategy. Of particular importance is the fact the NSC for the GEF/UNDP SGP will be the same for NTEAP Micro-grants Programme, with the inclusion of an extra member who will ensure the incorporation of NTEAP eligibility criteria during project proposal screening.

2.2 Community level Land, Forest and Water Conservation

The NPC participated in the interview and evaluation of candidates for the position of Local Micro Grants Coordinator (LMGC) for Rwanda. It is projected that the LMGCC will be in office by the end of the year.

Along with the National Coordinator for the GEF/UNDP SGP attended the second regional capacity building workshop under the NTEAP micro-grants programme, held in Addis Ababa, Ethiopia from 22nd – 24th September. The workshop allowed a better understanding of good practices through similar programmes such as the GEF/UNDP small grants programme (SGP) of Uganda.

A draft action plan was drafted by the National Coordinator (NC) for the GEF/UNDP SGP Rwanda. The NC has been acting as the National Coordinator for the Micro-grants programme pending the recruitment of the LMGC.

2.3 Environmental Education and Public Awareness

Facilitated the participation of two journalists in the journalist network workshop held in Nairobi, Kenya.

Facilitated and hosted the environmental education practitioners' network second regional workshop. As a result a national project to pilot water harvesting technology was prepared and is undergoing final editing before submission for approval.

Held a national EE&A workshop to launch the EE&A programme in Rwanda. Resulting from this workshop was the formulation of the EE&A national working group.

It is anticipated the first EE&A national working group meeting; TOT on environment education and awareness workshop will be done by the end of 2005. Other activities include carrying out schools' needs assessment and the preparation for the schools award scheme.

2.4 Basin-wide Water Quality Monitoring

Facilitation of the participation of water quality working group members in the regional water quality workshop held in Bujumbura, Burundi on 19th - 21st July 2005.

Prepared and sent a draft budget for the national water quality workshop. This had to be approved before the Prime Minister's Office is requested for permission to hold the national workshop. It was agreed upon with the Lead Specialist that the meeting be held in January 2006.

Initiated the procurement process for the laboratory equipment that will be used in water quality control and monitoring.

The recruitment of national consultants to carry out two consultancies one on the development of training manuals and materials, and the other on data management will be completed by the end of the year. The CVs for the former have already been obtained.

2.5 Monitoring and Evaluation

In April a member of staff of the NTEAP host institution in Rwanda – REMA participated in the first regional Monitoring and Evaluation workshop that was held in Naivasha, Kenya.

Prepared and submitted the monthly reports of July, August and September to the PMU. The rest of the monthly and quarterly reports will be sent in due course.

Prepared and submitted the draft annual work plan for the year 2006.

3 MAIN CHALLENGES

Although it is presumed that UNDP handling of finance and procurement issues would facilitate the national office this has not been the case. Payment of services or goods takes a while and this has affected the procurement of other office equipment. A case in example is the LMGC equipment, the vendors are not as interested as before if they realise their payments will be made through UNDP.

The working groups are not sufficiently facilitated to carry out their NTEAP duties. In most cases they use their work place facilities like telephone and transport otherwise their other responsibilities are first priority. There is general absence of initiative from the working groups; they are not proactive as they should be. It is understandably the responsibility of the NPC to involve the working group members as much as possible but on the other hand it is crucial that they clearly understand their roles and responsibilities.

The absence of a project vehicle does not allow carrying out of field trips or any other day-to-day activities. A case in example is the water harvesting proposal that still lacks the contribution of the beneficiaries which requires a field trip to the area, before it could be submitted for approval and financing.

The absence of telephone and fax communication has hampered the operation of the national office. With the availability of these facilities and a vehicle the NPC will have an out-of-office and more on-the-field presence in the project area (Nile basin). The internet has been sufficient in this case for communication with the PMU.

Without an administrative assistant/driver the NPC has to spend much time in administrative and procurement procedures which could otherwise have been done by the driver.

4 PLANS AHEAD

Although a detailed work plan for the year 2006 will be available soon for referencing, what is provided in the following sections is a general description, by component, of the planned activities for 2006. Some of the unaccomplished activities planned for 2005 will be included in the 2006 national action plan for Rwanda.

4.1 Institutional Strengthening to Facilitate Regional Cooperation

- Substantial contribution to the development of the NileRAK.
- Increasing awareness of the NTEAP activities in all the stake holder circles.
- Strengthening the coordination of all NBI activities in the country i.e. NBI officer.
- Greater incorporation of government priorities in NTEAP supported activities.

4.2 Community-Level Land, Forest and Water Conservation

- Training of local NGOs and CBO in project proposal development. Facilitate the initiation of community driven projects.
- Hold a national workshop to review the findings of the soil erosion study.
- Development of and implementation of the National Micro Grants Action Plan.
- Raising awareness of the NTEAP Micro grants programme

4.3 Environmental Education and Public Awareness

- Facilitating the operation of the working groups and networks through regular meetings and national workshops.
- Developing EE&A materials at the national level. And training of teacher in EE&A materials development.
- Facilitate the implementation of the University student exchange.
- Implementation of at least one school EE&A project.

4.4 Basin wide Water Quality Monitoring

- Facilitate the operation of the water quality working group members. The members will be provided with the necessary laboratory equipment to test water and raise awareness on water quality and monitoring.
- Laboratory equipments provided and operational.
- Hold national workshops to review the results of the two studies one on the development of training manuals and materials, and the other on data management.

4.5 Monitoring and Evaluation

- Prepare and submit monthly and semi-annual reports to the PMU.
- Prepare and submit field visit/back to office reports.
- Prepare and submit ad hock and other reports as will be requested of the NPC.

5 PROCUREMENT INVENTORY

The project has not incurred any operational costs mainly because of the lack of a project vehicle, telephone and fax facilities. The project has an office within the host institution, as of now the national office does not contribute to the rent, electricity, security or water bills.

The national office is yet to get a telephone line and fax line because the wire less equipment which is cheaper and easier to obtain is out of stock.

Below is a table showing the office furniture and equipment so far obtained by the national office.

#	Item	Quantity	Remarks
1	Office Desk	1	160cm plus a drawer
2	High back chair	1	
3	Computer table	1	
4	Visitors chairs	2	For the NPC desk - black with metallic arms
5	Metallic shelves	3	Four levels
6	Filing cabinets	2	Metallic with four drawers
7	Conference table	1	Four sitter with 4 chairs
8	Laptop	1	HP - with carrying case
9	Flash disk	1	250 MB memory size
10	Telephone handset	1	Alcatel
11	Lap top HP	1	Including carrying case
12	Printer HP	1	Printer/Copier/Scanner -combination