Closure Stage Quality Assurance Report

Form Status: Approved		
Overall Rating:	Satisfactory	
Decision:		
Portfolio/Project Number:	00118483	
Portfolio/Project Title:	Fire Risk Management	
Portfolio/Project Date:	2019-12-01 / 2021-05-31	

Strategic

Quality Rating: Satisfactory

1. Did the project pro-actively identified changes to the external environment and incorporated them into the project strategy?

- 3: The project team identified relevant changes in the external environment that may present new opportunities or threats to the project's ability to achieve its objectives, assumptions were tested to determine if the project's strategy was valid. There is some evidence that the project board considered the implications, and documented the changes needed to the project in response. (all must be true)
- 2: The project team identified relevant changes in the external environment that may present new opportunities or threats to the project's ability to achieve its objectives. There is some evidence that the project board discussed this, but relevant changes did not fully integrate in the project. (both must be true)
- 1: The project team considered relevant changes in the external environment since implementation began, but there is no evidence that the project team considered these changes to the project as a result.

Evidence:

Due to the COVID-19 pandemic, the Project has cha nged the implementation timeframe. The change ha s been approved by the Project Board and by the Do nor.

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#	File Name	Modified By	Modified On
1	ProgressReportDecember2019-June2020_8 370_301 (https://intranet.undp.org/apps/Proj ectQA/QAFormDocuments/ProgressReportD ecember2019-June2020_8370_301.docx)	amra.zorlak@undp.org	5/5/2021 2:34:00 PM
2	2nd_PB_MEETING_DRR_FRM_03_11_202 0_ENG.docx_8370_301 (https://intranet.und p.org/apps/ProjectQA/QAFormDocuments/2n d_PB_MEETING_DRR_FRM_03_11_2020_ ENG.docx_8370_301.pdf)	amra.zorlak@undp.org	5/5/2021 2:13:00 PM

2. Was the project aligned with the thematic focus of the Strategic Plan?

- 3: The project responded to at least one of the development settings as specified in the Strategic Plan (SP) and adopted at least one Signature Solution .The project's RRF included all the relevant SP output indicators. (all must be true)
- 2: The project responded to at least one of the developments settings1 as specified in the Strategic Plan. The project's RRF included at least one SP output indicator, if relevant. (both must be true)
- 1: While the project may have responded to a partner's identified need, this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence:

The Project contributes to UNDP Strategic Plan 201 8-2021, Signature Solution #2 Accelerate structural t ransformations for sustainable development. The Pr oject's IRRF contains one relevant indicator 2.3.3.1 Country has data-informed development and invest ment plans that incorporate integrated solutions to r educe disaster risks and enable climate change ada ptation and mitigation.

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Relevant

Quality Rating: Satisfactory

3. Were the project's targeted groups systematically identified and engaged, with a priority focus on the discriminated and marginalized, to ensure the project remained relevant for them?

- 3: Systematic and structured feedback was collected over the project duration from a representative sample of beneficiaries, with a priority focus on the discriminated and marginalized, as part of the project's monitoring system. Representatives from the targeted groups were active members of the project's governance mechanism (i.e., the project board or equivalent) and there is credible evidence that their feedback informs project decision making. (all must be true)
- 2: Targeted groups were engaged in implementation and monitoring, with a priority focus on the discriminated and marginalized. Beneficiary feedback, which may be anecdotal, was collected regularly to ensure the project addressed local priorities. This information was used to inform project decision making. (all must be true to select this option)

1: Some beneficiary feedback may have been collected, but this information did not inform project decision making. This option should also be selected if no beneficiary feedback was collected

Not Applicable

Evidence:

Beneficiary feedback was collected through the nee ds and capacity assessments undertaken directly wit h beneficiary municipalities. As evidence, please ref er to the uploaded priority needs on equipment, sub mitted by the beneficiaries.

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1	Konjicequipmentneeds_8370_303 (https://int ranet.undp.org/apps/ProjectQA/QAFormDoc uments/Konjicequipmentneeds_8370_303.pd f)	amra.zorlak@undp.org	5/9/2021 9:21:00 AM

4. Did the project generate knowledge, and lessons learned (i.e., what has worked and what has not) and has this knowledge informed management decisions to ensure the continued relevance of the project towards its stated objectives, the quality of its outputs and the management of risk?

- S: Knowledge and lessons learned from internal or external sources (gained, for example, from Peer Assists, After Action Reviews or Lessons Learned Workshops) backed by credible evidence from evaluation, corporate policies/strategies, analysis and monitoring were discussed in project board meetings and reflected in the minutes. There is clear evidence that changes were made to the project to ensure its continued relevance. (both must be true)
- 2: Knowledge and lessons learned backed by relatively limited evidence, drawn mainly from within the project, were considered by the project team. There is some evidence that changes were made to the project as a result to ensure its continued relevance. (both must be true)
- 1: There is limited or no evidence that knowledge and lessons learned were collected by the project team.
 There is little or no evidence that this informed project decision making.

Evidence:

The Project generated knowledge through regular m onitoring and captured it in the Project progress repo rts and through promotional materials prepared for e ach partner local governments. The Project has dev eloped and delivered a training on open and in-close d fires for professional firefighters (16 firefighters fro m 3 local governments). The Project has supported provision of the Flashover Container Simulator, the fi rst in the country.

The link to promotional material is available here: htt p://jablanica.ba/ba/vijesti-jablanica/oglasi/promotivni-video-zastitite-se-od-pozara.html.

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#	File Name	Modified By	Modified On
1	ProgressReportDecember2019-October2020 _8370_304 (https://intranet.undp.org/apps/Pr ojectQA/QAFormDocuments/ProgressReport December2019-October2020_8370_304.doc x)	amra.zorlak@undp.org	5/5/2021 2:32:00 PM
2	TFF-concept_8370_304 (https://intranet.und p.org/apps/ProjectQA/QAFormDocuments/T FF-concept_8370_304.pdf)	amra.zorlak@undp.org	5/5/2021 2:38:00 PM

5. Was the project sufficiently at scale, or is there potential to scale up in the future, to meaningfully contribute to development change?

- 3: There was credible evidence that the project reached sufficient number of beneficiaries (either directly through significant coverage of target groups, or indirectly, through policy change) to meaningfully contribute to development change.
- 2: While the project was not considered at scale, there are explicit plans in place to scale up the project in the future (e.g. by extending its coverage or using project results to advocate for policy change).
- 1: The project was not at scale, and there are no plans to scale up the project in the future.

Evidence:

There is an explicit Plan to further scale up the Proje ct, in order to expand the number of targeted local g overnments in terms of the capacitates and awarene ss raising. The new phase of the Project has been d esigned and agreed with the donor, however, launch of the Project is currently delayed due to the pande mic.

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#	File Name	Modified By	Modified On
1	ProDocFireRiskManagementII_8370_305 (ht tps://intranet.undp.org/apps/ProjectQA/QAFo rmDocuments/ProDocFireRiskManagementII _8370_305.doc)	amra.zorlak@undp.org	5/5/2021 2:49:00 PM

Principled

Quality Rating: Satisfactory

6. Were the project's measures (through outputs, activities, indicators) to address gender inequalities and empower women relevant and produced the intended effect? If not, evidence-based adjustments and changes were made.

- 3: The project team gathered data and evidence through project monitoring on the relevance of the measures to address gender inequalities and empower women. Analysis of data and evidence were used to inform adjustments and changes, as appropriate. (both must be true)
- 2: The project team had some data and evidence on the relevance of the measures to address gender inequalities and empower women. There is evidence that at least some adjustments were made, as appropriate. (both must be true)
- 1: The project team had limited or no evidence on the relevance of measures to address gender inequalities and empowering women. No evidence of adjustments and/or changes made. This option should also be selected if the project has no measures to address gender inequalities and empower women relevant to the project results and activities.

Evidence:

The Project was designed with strong emphasis on vulnerable categories including women, that are in B osnia and Herzegovina, often overlooked when deali ng with disasters. Intervention aimed to look into ho w to transform women from victims of disasters into agents of change though municipal-level DRR activit ies. Particularly, participation of women at meetings/ workshops and capacity building was to be closely monitored and supported by all means. However, du e to the specific nature of the firemen profession, it s howed that the Project beneficiaries were only men.

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7. Were social and environmental impacts and risks successfully managed and monitored?

- 3: Social and environmental risks were tracked in the risk log. Appropriate assessments conducted where required (i.e., Environmental and Social Impact Assessment (ESIA) for High risk projects and some level of social and environmental assessment for Moderate risk projects as identified through SESP). Relevant management plan(s) developed for identified risks through consultative process and implemented, resourced, and monitored. Risks effectively managed or mitigated. If there is a substantive change to the project or change in context that affects risk levels, the SESP was updated to reflect these changes. (all must be true)
- 2: Social and environmental risks were tracked in the risk log. Appropriate assessments conducted where required (i.e., Environmental and Social Impact Assessment (ESIA) for High risk projects and some level of social and environmental assessment for Moderate risk projects as identified through SESP). Relevant management plan(s) developed, implemented and monitored for identified risks. OR project was categorized as Low risk through the SESP.
- 1: Social and environmental risks were tracked in the risk log. For projects categorized as High or Moderate Risk, there was no evidence that social and environmental assessments completed and/or management plans or measures development, implemented or monitored. There are substantive changes to the project or changes in the context but SESP was not updated. (any may be true)

Evidence:

The Project was categorized low risk through SESP. Risks are regularly monitored through Atlas.

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10	documents available.		
	ere grievance mechanisms available re any perceived harm was effective	e to project-affected people and were g ely mitigated?	rievances (if any) addressed to
	how to access it. If the project was grievance mechanism was in place	nformed of UNDP's Corporate Account categorized as High or Moderate Risk and project affected people informed. dance with SRM Guidance. (all must b	through the SESP, a project -level If grievances were received, they
	project was categorized as High Ris and project affected people informe challenges in arriving at a resolution	nformed of UNDP's Corporate Accoun	rievance mechanism was in place ere responded to but faced
vi	dence:		
Tŀ	nere were no grievances reported to	the Project.	
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	documents available.		

 Management & Monitoring
 Quality Rating: Satisfactory

 9. Was the project's M&E Plan adequately implemented?

- 3: The project had a comprehensive and costed M&E plan. Baselines, targets and milestones were fully populated. Progress data against indicators in the project's RRF was reported regularly using credible data sources and collected according to the frequency stated in the Plan, including sex disaggregated data as relevant. Any evaluations conducted, if relevant, fully meet decentralized evaluation standards, including gender UNEG standards. Lessons learned, included during evaluations and/or After-Action Reviews, were used to take corrective actions when necessary. (all must be true)
- 2: The project costed M&E Plan, and most baselines and targets were populated. Progress data against indicators in the project's RRF was collected on a regular basis, although there was may be some slippage in following the frequency stated in the Plan and data sources was not always reliable. Any evaluations conducted, if relevant, met most decentralized evaluation standards. Lessons learned were captured but were used to take corrective actions. (all must be true)
- 1: The project had M&E Plan, but costs were not clearly planned and budgeted for, or were unrealistic. Progress data was not regularly collected against the indicators in the project's RRF. Evaluations did not meet decentralized evaluation standards. Lessons learned were rarely captured and used. Select this option also if the project did not have an M&E plan.

Evidence:

The Project has detailed Monitoring platform and reg ularly captures progress against the Project's RRF. Monitoring findings are also captured in the Project Progress Reports. The evaluation has not been envi saged for this Project.

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#	File Name	Modified By	Modified On
1	MonitoringTool_8370_309 (https://intranet.un dp.org/apps/ProjectQA/QAFormDocuments/ MonitoringTool_8370_309.xlsx)	amra.zorlak@undp.org	5/12/2021 8:48:00 AM

10. Was the project's governance mechanism (i.e., the project board or equivalent) function as intended?

- 3: The project's governance mechanism operated well, and was a model for other projects. It met in the agreed frequency stated in the project document and the minutes of the meetings were all on file. There was regular (at least annual) progress reporting to the project board or equivalent on results, risks and opportunities. It is clear that the project board explicitly reviewed and used evidence, including progress data, knowledge, lessons and evaluations, as the basis for informing management decisions (e.g., change in strategy, approach, work plan.) (all must be true to select this option)
- 2: The project's governance mechanism met in the agreed frequency and minutes of the meeting are on file. A project progress report was submitted to the project board or equivalent at least once per year, covering results, risks and opportunities. (both must be true to select this option)
- 1: The project's governance mechanism did not meet in the frequency stated in the project document over the past year and/or the project board or equivalent was not functioning as a decision-making body for the project as intended.

Evidence:

The Project Board meetings were held as agreed, th rough virtual channels. All minutes are on file.

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#	File Name	Modified By	Modified On
1	1stPBMEETINGDRRFRM24.06.2020.BiHIne sTerza_8370_310 (https://intranet.undp.org/a pps/ProjectQA/QAFormDocuments/1stPBME ETINGDRRFRM24.06.2020.BiHInesTerza_8 370_310.pdf)	amra.zorlak@undp.org	5/12/2021 6:17:00 AM

11. Were risks to the project adequately monitored and managed?

- 3: The project monitored risks every quarter and consulted with the key stakeholders, security advisors, to identify continuing and emerging risks to assess if the main assumptions remained valid. There is clear evidence that relevant management plans and mitigating measures were fully implemented to address each key project risk and were updated to reflect the latest risk assessment. (all must be true)
- 2: The project monitored risks every year, as evidenced by an updated risk log. Some updates were made to management plans and mitigation measures.
- 1: The risk log was not updated as required. There was may be some evidence that the project monitored risks that may affected the project's achievement of results, but there is no explicit evidence that management actions were taken to mitigate risks.

Evidence:

Risks are regularly updated through Atlas.

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	ents available.	

Efficient

12. Adequate resources were mobilized to achieve intended results. If not, management decisions were taken to adjust expected results in the project's results framework.

YesNo

Evidence:

The Project Budget has provided sufficient funding f or the entire Project duration. No-cost extension was approved in December 2020.

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13. Were project inputs procured and delivered on time to efficiently contribute to results?

- 3: The project had a procurement plan and kept it updated. The project quarterly reviewed operational bottlenecks to procuring inputs in a timely manner and addressed them through appropriate management actions. (all must be true)
- 2: The project had updated procurement plan. The project annually reviewed operational bottlenecks to procuring inputs in a timely manner and addressed them through appropriate management actions. (all must be true)

1: The project did not have an updated procurement plan. The project team may or may not have reviewed operational bottlenecks to procuring inputs regularly, however management actions were not taken to address them.

Evidence:

Procurement Plan was regularly updated.

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#	File Name	Modified By	Modified On
1	LastProcurementPlan_8370_313 (https://intr anet.undp.org/apps/ProjectQA/QAFormDocu ments/LastProcurementPlan_8370_313.png)	amra.zorlak@undp.org	5/12/2021 6:36:00 AM

14. Was there regular monitoring and recording of cost efficiencies, taking into account the expected quality of results?

- 3: There is evidence that the project regularly reviewed costs against relevant comparators (e.g., other projects or country offices) or industry benchmarks to ensure the project maximized results delivered with given resources. The project actively coordinated with other relevant ongoing projects and initiatives (UNDP or other) to ensure complementarity and sought efficiencies wherever possible (e.g. joint activities.) (both must be true)
- 2: The project monitored its own costs and gave anecdotal examples of cost efficiencies (e.g., spending less to get the same result,) but there was no systematic analysis of costs and no link to the expected quality of results delivered. The project coordinated activities with other projects to achieve cost efficiency gains.
- 1: There is little or no evidence that the project monitored its own costs and considered ways to save money beyond following standard procurement rules.

Evidence:

The Project reviewed costs against relevant compar ators in the industry benchmarks to ensure the proje ct maximized results delivered with given resources. All costs were initially assessed by partner firefightin g units, and the UNDP engineer did online survey of prices and eventually all procurement were done thr ough UNDP competitive procedures using lowest te chnically responsive method. Unfortunately, at time being, there were no other relevant ongoing projects and initiatives (UNDP or other) to ensure compleme ntarity and sought efficiencies.

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Effective	Quality Rating: Satisfactory	
15. Was the project on track and delivered it	s expected outputs?	
Yes		
O No		

Evidence:

Some delays were encountered due to Pandemic. P roject Progress Report evidences that all targets are meet within the extended timeframe.

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#	File Name	Modified By	Modified On
1	ProjectExtensionNoFundingCzechRepublica ndUNDP00115290signed_8370_315 (https:// intranet.undp.org/apps/ProjectQA/QAFormD ocuments/ProjectExtensionNoFundingCzech RepublicandUNDP00115290signed_8370_3 15.pdf)	amra.zorlak@undp.org	5/12/2021 6:44:00 AM

16. Were there regular reviews of the work plan to ensure that the project was on track to achieve the desired results, and to inform course corrections if needed?

- 3: Quarterly progress data informed regular reviews of the project work plan to ensure that the activities implemented were most likely to achieve the desired results. There is evidence that data and lessons learned (including from evaluations /or After-Action Reviews) were used to inform course corrections, as needed. Any necessary budget revisions were made. (both must be true)
- 2: There was at least one review of the work plan per year with a view to assessing if project activities were on track to achieving the desired development results (i.e., outputs.) There may or may not be evidence that data or lessons learned were used to inform the review(s). Any necessary budget revisions have been made.
- 1: While the project team may have reviewed the work plan at least once over the past year to ensure outputs were delivered on time, no link was made to the delivery of desired development results. Select this option also if no review of the work plan by management took place.

Evidence:

There is evidence in the Project Progress report that the Work Plan was reviewed on 3 November 2020 w hen the Project's timeframe was revised.

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#	File Name	Modified By	Modified On
1	AWP2021_8370_316 (https://intranet.undp.o rg/apps/ProjectQA/QAFormDocuments/AWP 2021_8370_316.pdf)	amra.zorlak@undp.org	5/12/2021 6:45:00 AM

17. Were the targeted groups systematically identified and engaged, prioritizing the marginalized and excluded, to ensure results were achieved as expected?

- 3: The project targeted specific groups and/or geographic areas, identified by using credible data sources on their capacity needs, deprivation and/or exclusion from development opportunities relevant to the project's area of work. There is clear evidence that the targeted groups were reached as intended. The project engaged regularly with targeted groups over the past year to assess whether they benefited as expected and adjustments were made if necessary, to refine targeting. (all must be true)
- 2: The project targeted specific groups and/or geographic areas, based on some evidence of their capacity needs, deprivation and/or exclusion from development opportunities relevant to the project's area of work. Some evidence is provided to confirm that project beneficiaries are members of the targeted groups. There was some engagement with beneficiaries in the past year to assess whether they were benefiting as expected. (all must be true)
- 1: The project did not report on specific targeted groups. There is no evidence to confirm that project beneficiaries are populations have capacity needs or are deprived and/or excluded from development opportunities relevant to the project area of work. There is some engagement with beneficiaries to assess whether they benefited as expected, but it was limited or did not occurred in the past year.
- Not Applicable

Evidence:

Selection of beneficiary municipalities was done on pre-defined criteria which included two (2) municipali ties from the Federation of Bosnia and Herzegovina and two (2) municipalities from Republika Srpska. Pr e-defined criteria included high fire risk based on exi sting risk assessments, limited civil protection capaci ties, number of people living in the municipality (in or der to target bigger municipalities which will create b igger impact of the project activities), neighboring m unicipalities (to create greater impact and standards as municipalities are often supporting each other in disaster management), existence of firefighting unit and very importantly willingness and commitment of municipality to participate in the project expressed al so through co-financing.

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stai	inability & National Ownership	Quality Rating: Hi	ighly Satisfactory		
	Vere stakeholders and national partners fully e roject?	engaged in the decision-mal	king, implementation and monitoring of		
	3: Only national systems (i.e., procurement, monitor the project. All relevant stakeholders playing a lead role in project decision-making 2: National systems (i.e., procurement, monito project (such as country office support or proj stakeholders and partners were actively enga making, implementation and monitoring. (both 1: There was relatively limited or no engagem making, implementation and/or monitoring of Not Applicable	and partners were fully and a, implementation and monitor oring, evaluation, etc.) were ject systems) were also use aged in the process, playing h must be true) ment with national stakeholde	actively engaged in the process, bring. (both must be true) used to implement and monitor the d, if necessary. All relevant an active role in project decision-		

#	File Name	Modified By	Modified On
1	Workinggroupmeeting-Minutes_8370_318 (ht tps://intranet.undp.org/apps/ProjectQA/QAFo rmDocuments/Workinggroupmeeting-Minute s_8370_318.pdf)	amra.zorlak@undp.org	5/5/2021 3:46:00 PM

19. Were there regular monitoring of changes in capacities and performance of institutions and systems relevant to the project, as needed, and were the implementation arrangements⁸ adjusted according to changes in partner capacities?

- 3: Changes in capacities and performance of national institutions and systems were assessed/monitored using clear indicators, rigorous methods of data collection and credible data sources including relevant HACT assurance activities. Implementation arrangements were formally reviewed and adjusted, if needed, in agreement with partners according to changes in partner capacities. (all must be true)
- 2: Aspects of changes in capacities and performance of relevant national institutions and systems were monitored by the project using indicators and reasonably credible data sources including relevant HACT assurance activities. Some adjustment was made to implementation arrangements if needed to reflect changes in partner capacities. (all must be true)
- 1: Some aspects of changes in capacities and performance of relevant national institutions and systems may have been monitored by the project, however changes to implementation arrangements have not been considered. Also select this option if changes in capacities and performance of relevant national institutions and systems have not been monitored by the project.
- Not Applicable

Evidence:

Not relevant for the Project.

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20. Were the transition and phase-out arrangements were reviewed and adjusted according to progress (including financial commitment and capacity).

- 3: The project's governance mechanism regularly reviewed the project's sustainability plan, including arrangements for transition and phase-out, to ensure the project remained on track in meeting the requirements set out by the plan. The plan was implemented as planned by the end of the project, taking into account any adjustments made during implementation. (both must be true)
- 2: There was a review of the project's sustainability plan, including arrangements for transition and phase-out, to ensure the project remained on track in meeting the requirements set out by the plan.
- 1: The project may have had a sustainability plan but there was no review of this strategy after it was developed. Also select this option if the project did not have a sustainability strategy.

	ject Board and reviewed within the Project Progr		
ach	Report. New Project phase to take up further the ievements of the Project was designed and appr d by the Donor.	e	
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The Project was implemented in line with the UNDP programming quality standards.