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|  | **QUARTERLY REPORT** | C:\Documents and Settings\eric.opoku\My Documents\My Pictures\UNDP\UNDP LOGO.jpg Ghana |

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| **Project Title** : China-Ghana South-South Cooperation on Renewable Energy Technology Transfer | |
| **Implementing Agency:** Energy Commission | |
| **Date**: 14th April, 2015 | **Reporting Period**: 1 January 2015 – 31 March 2015 |

**Executive Summary**

The China-Ghana South-South Cooperation on Renewable Energy Technology Transfer project commenced activities in January,2015. The Project Coordinator and Project Financial Assistant started work in January, 2015. The major concentration of the first quarter was to establish the project office, constitute the Steering Committee, develop the annual workplan and initiate activities.

As at the end of the 1st Quarter, the Project had completed the procurement of office equipment and furniture. The first Steering Committee Meeting was also held on the 30th of March where the annual work plan[[1]](#footnote-1) for 2015 was approved. The Project Management Unit also commenced activities on the Annual Work Plan involving the engagement of a consultant to conduct a policy review of renewable energy in Ghana and identify gaps with recommended solutions.

The project is on course and it is expected that by the end of the second quarter there will be clarity on specific strategies that will be required to enhance the use, regulation and promotion of renewable energy technologies. Work will also begin during the second quarter on the development of a Master Plan for the renewable energy sector in Ghana.

**I. Results Assessment**

| **Results (*extract outcomes and outputs from AWP for reporting period*)** | **Indicators (*extract indicators for Outputs being reported on as recorded in AWP*)** | **Target (s)**  **(*extract from AWP*)** | **Results Achieved (*per outcome/output for the reporting period. This should include a description of targets achieved in the quarter*)** | **Challenges (state difficulties encountered in implementing activities)** |
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| **Outputs** | | | | |
| **Output 1.1: Strategy and policies for enhanced use, regulation and promotion of RET in Ghana in place**  *Activity Results*  1.1.1.: Review Chinese and Ghanaian RE policies and strategies to identify capacity building gaps and solutions to address them | 1. Number of consultative meetings on RE policy and gaps in Ghana held. 2. # of joint reviews, consultations held and more than % of participants giving positive feedback. 3. # of launch workshops/ seminars organized and # participants. | At least 3 consultative meetings on RE policy and gaps held in Ghana.  Minimum 2 reviews held with minimum 60% positive feedback | Following the development of the annual work plan, UNDP/EC initiated the process to recruit the national consultant that will conduct a review of the Chinese and Ghanaian RE policies, facilitate meetings, joint reviews, and consultations, and conduct gap analysis. As of 31 March, the evaluation of the proposals submitted by the consultants was ongoing and the assignment is expected to start by the end of April. |  |
| **Output 4.1 Project Management Structures established and implementation supported**  ***Activity Result***  4.1.1: Set up PMUs in Ghana and China  4.1.2: Set up PSCs in Ghana and China  4.1.3: Support project implementation | Documents establishing PMUs and PSCs available  Detailed work plans developed  Regular meetings held in Ghana and China | Stakeholder list developed; Project organization established; regular meetings held  Detailed work plan agreed for the project outlining roles and responsibilities, budget and administration;  PMUs and PSCs meet according to schedule  PSCs meet at least once per year | A Project Coordinator and Project Financial Assistant have been engaged to form the core of the PMU. The PMU will work with the Renewable Energy Division at the Energy Commission to implement the project with support from the UNDP.  A Skype meeting has been established between China PMU and Ghana PMU. Meetings are held every other Monday.  Project Steering Committee has been selected. List of Steering Committee Members and the organizations they represent is attached as an annex.  The first Steering Committee Meeting was successfully held on 30th March, 2015.  The annual workplan and budget has been developed by the PMU. This was approved at the first Steering Committee Meeting.  Office Equipment have been procured to establish the project office. The asset register is attached as annex II | The PMU is presently holding on the purchase of office furniture until a permanent office is made available. At the moment the moment is sharing offices |

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| **II.** **Lessons Learnt and Opportunities: *(Please describe new understanding or insights gained from project activities that can contribute to improving future project design and implementation. Give specific examples)*** | | | | | | | | |
| The PMU used the first few months of project initiation to gain further insight into the project expectations by engaging with specific stakeholders in order to first avoid duplicating initiatives in the renewable energy sector in Ghana and receive feedback on specific plans. This helped to prioritize activities as part of the annual workplan as well as make specific revisions to some initiatives that have been earmarked for implementation during the year. | | | | | | | | |
| **III.** **Gender Mainstreaming ( *how did project serve men and women, identify # of men/women served*)** | | | | | | | | |
| The project is in its early stages as such specific activities geared towards gender have not been implemented however gender has been mainstreamed into the workplan. | | | | | | | | |
| **IV. Capacity Development (Please explain *how project activities have contributed to improving institutional policies, systems, strategies and structures. Give specific example of actions undertaken and the results achieved)*** | | | | | | | | |
| The project compliments the human resource capacity of the Energy Commission with the addition of a Project Coordinator and a Financial Assistant to work with existing staff of the Renewable Energy Unit. Existing staff will therefore have the opportunity to carry out ongoing programmes and project of the Energy Commission and provide input to the project as and when necessary. Under this structure the day-to-day coordination of the project will be handled by the Project Coordinator. | | | | | | | | |
| **V. Innovative Initiatives: *(Please describe new/pioneering actions (internal or external) taken during the year that contributed to the project being effective. Effectiveness here can be taken to mean improving practice or processes that aided positive project achievements)*.** | | | | | | | | |
| It is planned that during the course of the project, specific measures would be taken to especially develop the collaborative work between China and Ghana project management units. Already, the use of online communication applications such as Skype is facilitating communication between the China and Ghana project implementers. | | | | | | | | |
| **VI.Project Risks and Assumptions Update: *(current status of risks and assumptions)*** | | | | | | | | |
| A risk factor that was envisaged is that coordination between the China PMU and Ghana PMUs may not function optimally. This risk has been curtailed with the establishment of skype meetings every two weeks where regular updates will be provided on activities. | | | | | | | | |
| **VII. Management Recommendations** | | | | | | | | |
| **I**t is expected that going forward there will be a stronger focus on the use of technical committees to support the work of Consultants who will be engaged to render various activities. Experience has shown that technical committee with good representation from relevant project stakeholders contribute significantly to project activities. | | | | | | | | |
| **VIII.Financials: *(Please provide a summary of budgeted vrs actual expenditure for the quarter and briefly explain reasons for variance if any)*** | | | | | | | | |
| **Activity** | | **Budget** | | **Actual Expenditure** | | **Reasons for Variance** | | |
| All expenditures below were made under Output 4. | | | | | | | | |
| Procurement of Office Equipment | | USD 7,000 | | USD 3,129 | | Office Furniture have not been procured since a dedicated project office is under construction and is nearing completion. The procurement process is however complete and payment will be made for delivery when the office is ready which is expected by the end of April 2015 | | |
| Communication cost (Internet Subscription charges, telephone etc) | | USD 167 | | USD 167 | |  | | |
| Expenses for Project Steering Committee Meeting | | USD1,300 | | USD 99 | | Meeting was held at the Energy Commission as such budget allocated for Hotel venue was not expended fully | | |
| Salary for project staff | | USD 9,246 | | USD 9,246 | |  | | |
| Miscellaneous Expenses (petty cash) | | USD500 | | USD 441 | |  | | |
| **TOTAL** | | **USD 18,213** | | **USD13,082** | |  | | |
| **IX. Work Plan for the Next Quarter Including expected results and indicators** | | | | | | | | |
| **Results** | **Indicator** | | **Activities to be Implemented** | | **Planned Date** | | **Budget** | **Remarks** |
| **Output 1.1: Strategy and policies for enhanced use, regulation and promotion of RET in Ghana in place** | Number of consultative meetings on RE policy and gaps in Ghana held.  # of joint reviews, consultations held and more than % of participants giving positive feedback.  Master plan interim report submitted for review | | Review Chinese and Ghanaian RE policies and strategies to identify capacity building gaps and solutions to address them. This will include consultative meetings with different groups of stakeholders.  Commence the development of Renewable Energy Master Plan based on Ghana’s National RE Strategies | | April – June, 2014 | | USD30,000  USD 25,000 |  |
| **Project Management Structures established and implementation supported**  ***Activity Result***  4.1.1: Set up PMUs in Ghana and China | Office set up completed | | Procurement of office equipment | | April 2015 | | USD4,000 |  |

1. Annual Work Plan is attached [↑](#footnote-ref-1)