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

|  |  |
| --- | --- |
| **Project Title** : China-Ghana South-South Cooperation on Renewable Energy Technology Transfer | |
| **Implementing Agency:** Energy Commission | |
| **Date**: 13th July, 2015 | **Reporting Period**: 1 April 2015 – 30 June 2015 |

**Executive Summary**

The China-Ghana South-South Cooperation on Renewable Energy Technology Transfer project commenced activities in January,2015. The major concentration of the second quarter was to establish a good understanding of the status of renewable energy policy development in Ghana in order to properly orient the project.

As at the end of the 2nd Quarter, the Project had completed the procurement of office equipment and furniture. The second Steering Committee Meeting was also held on the 16th of June 2015. Furthermore, the Project Management Unit continued 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 third quarter there will be clarity on specific strategies that will be required to enhance the use, regulation and promotion of renewable energy technologies after completion of the first activity on the AWP. Work on the development of a Master Plan has been deferred to the next year following feedback received from the Steering Committee and other stakeholders on the need to complete initial studies on renewable energy technologies specifically to avoid duplication of efforts.

**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)** |
| --- | --- | --- | --- | --- |
| **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 | An Individual Consultant, Dr. Essel Ben Hagan was engaged to conduct work on the review of Chinese and Ghanaian RE Policies and strategies. He started his assignment in June he is expected to complete work before end August, 2015.  To support the work of the Consultant, the PMU facilitated focused group meetings with financial sector, development partners, public officials, private sector and research organizations related to the renewable energy sector.  The PMU also organized a broad stakeholder workshop on renewable energy policy review which attracted 50participants to review the initial findings of the Consultants and provide inputs on relevant strategies to address some of the identified gaps.  The local Consultant, Dr. Hagan also collaborated with a Chinese Consultant engaged by the Chinese PMU, Dr. Shen. The Chinese Consultant provided further insight on Chinese policies, strategies and plans on the renewable energy sector. He also participated and delivered a presentation during the broad stakeholder workshop on renewable energy. |  |
| **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 | The Ghana PMU continued the biweekly Skype teleconferencing to discuss project updates.  The Project Manager for the project based in China, Benjamin Moore paid a working visit to Ghana. A number of meetings were held with him and he also participated in the broad stakeholder workshop on renewable energy policy review. During his time in Ghana he also visited a vegetable farm that was employing renewable energy technologies to meet some of its energy requirements.    A second Steering Committee Meeting was successfully held on 16th June, 2015 following the recommendation from members to meet every quarter during the first year of the project and subsequently consider review on the number of engagements in a year. | The PMU is yet to move to a dedicated office. As such all procured furniture and equipment are in storage due to limited space at current office. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 organized its first major meeting which attracted 50 participants from various sectors of Ghana. A review after the meeting identified a number of aspects which significantly helped in the success of the event and other issues which could be improved upon in the organization of such large meetings. Specifically, the meeting allowed the PMU to build a contact list of relevant stakeholders who could be easily reached for subsequent support and feedback on initiatives.  In our interactions with the Project Manager, Benjamin Moore during his visit, we learnt that the Chinese side had already proceeded to engage all the Consultants required for the entire project. The Ghanaian side of the project conduct procurement for Consultants few months prior to the time the Consultant is required. The PMU has resolved take some lessons from the Chinese example and start a process of engaging all Consultants required for the year after approval of the annual report.  One challenge with this approach is that some activities do vary when project activities actually commences and it may either reduce the workload or completely make some selected Consultants redundant. | | | | | | | | |
| **III.** **Gender Mainstreaming ( *how did project serve men and women, identify # of men/women served*)** | | | | | | | | |
| As part of making the issues of gender more inclusive in the decision making process, the Steering Committee has agreed to the inclusion of a gender based advocacy group as a member of the Committee. The NGO Abantu for Development has been invited to join as a Steering Committee member and provide further impetus to issues regarding gender equity during project implementation. | | | | | | | | |
| **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.  Whilst the project did not specifically conduct a training session, the 2-day Workshop held on policy review commenced with presentations from the Ministry of Power, Energy Commission and Private Sector together with a summary from the Consultant. These presentations informed participants on local and international renewable energy policies in order to assist the participants to make meaningful contributions. | | | | | | | | |
| **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.  The recent visit by the Project Manager, Benjamin Moore has also helped to improve the collaborative effort through actual engagement with the UNDP Ghana office and the PMU. This has helped to address some of the envisaged communication barriers that was envisaged with online collaboration. | | | | | | | | |
| **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. | | | | | | | | |
| Activity Result 1.1.1.: Review Chinese and Ghanaian RE policies and strategies to identify capacity building gaps and solutions to address them | | USD 42,500 | | USD 9,758.02 | | The activity is completed; however the consultant is yet to be paid the remaining 80% of the contract sum. Also the hotel is yet to be paid for the conference package. These will be paid in 3rd quarter. | | |
| Procurement of Office Furniture | | USD 3,871 | | USD 3,870.93 | |  | | |
| Communication cost (Internet Subscription charges, telephone etc) | | USD 313 | | USD 163 | |  | | |
| Expenses for Project Steering Committee Meeting | | USD 1,380 | | USD 0 | | Meeting was held at the Energy Commission as such budget allocated for Hotel venue was not expended. Subsequent meetings are scheduled to be held outside the office. | | |
| Salary for project staff | | USD 8,202 | | USD 8,202 | |  | | |
| Miscellaneous Expenses (petty cash) | | USD 267 | | USD 128 | |  | | |
| **TOTAL** | | **USD 56,533** | | **USD 22,121.95** | |  | | |
| **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. | | The Consultant has already completed significant portion of his assignment. He will present his draft report during the next quarter. This will be reviewed by a selected panel from major stakeholder institutions for consideration by the Consultant before final submission. | | July- August 2015 | | USD14,600 |  |
| **1.2.1: Conduct in depth analysis of regulatory, technical, social and other barriers in Ghana and China currently hindering effective and widespread absorption of RET.** | # of consultative meetings and group interviews held  Draft baseline study to evaluate status of RE technologies started. | | The TOR to engage a Consultant was drafted by the PMU and circulated widely for inputs prior to publication during the second quarter. The Consultant will be engaged during the 3rd Quarter for work to begin. | | July-September 2015 | | USD13,000 |  |
| **2.1.1: Selection and adaptation of appropriate RETs to be transferred** | Selection of research organization to commence work on specification and selection criteria of 4 RETs | | A meeting will be held with all research organizations involved in renewable energy sector to provide a brief on the project plans. An EOI will be subsequently published to invite interested institutions to support in the development of selection criteria for RETs for transfer and adaptation. | | August to September, 2015 | | USD9,700 |  |
| **2.1.2: Facilities to receive, test, demonstrate and exhibit equipment and publish performance results** | Commence feasibility studies to select demonstration sites in Ghana conducted. | | Select Consultant to conduct feasibility studies on selected RETs in Ghana. | | August – September, 2015 | | USD7,300 |  |
| **Project Management Structures established and implementation supported**  ***Activity Result***  4.1.1: Set up PMUs in Ghana and China | Office set up completed | | Project management | | April 2015 | | USD9,400 |  |
| **TOTAL** |  | |  | |  | | USD54,000 |  |