

REPUBLIC OF RWANDA



MINISTRY OF NATURAL RESOURCES  
P.O.BOX 3502, KIGALI

Country Director  
UNDP  
Kigali, Rwanda

Dear Sir,

Re: Transmission of FONERWA CB project Annual work plan/budget (January to December 2016) and request for funds disbursement.

In the framework of the UN Capacity Building support to strengthen the Institutional capacity of FONERWA; please find herewith enclosed the FONERWA CB project Annual work plan/budget (January to December 2016), Quarter two (April -June 2016) Work Plan/Budget and the Face Form for fund disbursement request of USD 140,100 for your endorsement and approval.

In reference to the above, I would like to kindly request your esteemed office to disburse this amount to FONERWA bank account whose details are below;

**Bank Name:** National Bank of Rwanda (BNR)  
**Account Name:** FONERWA  
**Account Number:** 1000025433

Also enclosed are the minutes of the Steering Committee meeting for the UN Capacity building program for FONERWA that approved the said budget & work plan.

Thank you for your continued support and collaboration.

Sincerely,

  
Fatina MUKARUBIBA  
Permanent Secretary

Cc:

- Hon. Minister of Natural Resources
- Coordinator of FONERWA

Kigali on 04 AVR 2016  
Ref. .... /16.03

0587

Dear Lucie  
P/2 proceed with  
Payment Bernardin

RECEIVED date 05-04-2016						
Reg No.			File No.			
Action by Bernard			Compl. Date			
Int.				CL	RR	DD



**CHECK LIST FOR NIM DISBURSEMENTS - Advances and Direct Payments**

**NIM Projects**

Project Title: National Environment and Climate Fund (FONERWA)      Project No.: 78743      Output No.: 00088834

Implementing Partender(IP)/Vendor Name: FONERWA      Vendor ID: 5447

Related Voucher No. (Liquidation): #      Voucher No. (Liquidated): 48954      Advance Amount: 102,771,660 RWF

Programme Section		Quality Control	
<b>Step 1 - Programme Officer/Analyst</b>		<b>Step 3 - MSU</b>	
Name:	Bernardin UZAYISABA	Name:	Salma Eltagyoui
Date:	08/04/2016	Date:	11/4/2016
Signature:	<i>[Signature]</i>	Signature:	<i>[Signature]</i>
Comments:		Comments:	No Reporting - Release of new advances

Programme Section		Approving Authority	
<b>Step 2 - Head of Unit</b>		<b>Step 4 - RR/CD/DCD</b>	
Name:	Sophie Nyirabakwiye	Name:	Stephen Rodriguez
Date:	08/04/2016	Date:	13/4/2016
Signature:	<i>[Signature]</i>	Signature:	<i>[Signature]</i>
Comments:		Comments:	

Check List	Approval Authority						Comments
	Programme			MSU			
	Yes	No	N/A	Yes	No	N/A	

1: Advances							
No.	Description	Yes	No	N/A	Yes	No	N/A
1.1	(For initial request for NIM Advance) A letter from the IP notifying UNDP of details of a separate designated local currency bank account for the project including specimen signatures of the signatories of the bank account (at least two) and detailed records of authorized personnel and sample signatures.			✓			
1.2	The advance request letter is addressed to UNDP Country Director and signed by authorized signatory of the IP or designated Project personnel.	✓			✓		
1.3	The FACE form correctly filled and signed by an authorized signatory of the IP	✓			✓		
1.4	The Financial Report covers the period of the advance.			✓		✓	Reports submitted earlier. Zero balance now.
1.5	The Financial Report is arithmetically accurate			✓		✓	
1.6	The report includes the project cash book, bank statement and monthly bank reconciliation			✓		✓	
1.7	At least 80% of the previous and 100% of earlier advances have been liquidated	✓			✓		
1.8	The advance requested is aligned to the quarterly work plan	✓					
1.9	Recorded expenditures in Atlas match supporting documents.			✓	✓		
1.10	Financial report liquidated in Atlas			✓	✓		

2: Direct Payment							
No.	Description	Yes	No	N/A	Yes	No	N/A
2.1	The activity authorized in the AWP or by a Steering Committee minutes in case not in the AWP						
2.2	The FACE form correctly filled and signed by an authorized signatory of the IP						
2.3	The direct payment based on a signed contract between the IP and the third party						
2.4	If there is no signed contract, and explanatory note with supporting documents for the payment request is provided						
2.5	The vendor available in ATLAS or a duly filled vendor registration information is submitted						
2.6	Thee sufficient supporting documents for the payment attached to the FACE form						

Funding Authorization and Certificate of Expenditures

Country: RWANDA  
 Programme Code & Title: 98834 FONERWA Capacity Building Project  
 Project Code & Title: MUKARUBI Fatina  
 Responsible Officer(s): FONERWA  
 Implementing Partner:

Currency: RWF

UN Agency: UNDP

Date: 30-Mar-16

Type of Request:

- XXDirect Cash Transfer (DCT)
- Reimbursement
- Direct Payment

V # 48954

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	REPORTING			REQUESTS / AUTHORIZATIONS			
		Authorised Amount A	Actual Project Expenditure June 2015 B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount April - June 2016 E	Authorised Amount F	Outstanding Authorised Amount G = D + F
<b>Activity 1.1: Develop proposals targeted towards Resources mobilization</b>	102,771,660							
Task 1: Design the resources Mobilisation strategy	74525							
Task 2: Design project proposals for resource mobilisation	74525							
<b>Activity 1.2: Continue to engage bilateral and multi-lateral potential partners: Coordinate with MINECOFIN on External Fund Raising Strategy</b>	74110							
Task 1: Organize meetings with Development Partners and engage with multilateral and bilateral potential partners	71405							
<b>Activity 2.1: Provide Technical Assistance to All Beneficiaries Requesting Support to Prepare PPD/PPD and disburse funds to approved projects</b>	71405							
Task 1: Contract the services of external consultants for PD review	74525							
Task 2: Contract the services of the Financial Management Specialist	74110							
Task 3: Organize orientation workshops with project applicants	71405							
Task 4: Contract the services of Project Management Specialist	71405							
Task 5: contract the services of M & E specialist								
<b>Activity 3.1: Develop capacity for private sector targeting/leveraging</b>	71405							
Task 1: contract the services of private sector specialist								
<b>Activity 3.2: Efficient Fund Management and training FONERWA Secretariat Staff Members including FTC,FMC and project beneficiaries</b>	74110							
Task 1: organize fund management workshops with different/selected stakeholders and FONERWA staff	71405							
Task 2: Contract the services of Internal audit Specialist								
<b>Activity 4.1: Support capacity for communication and outreach services with particular support to quarterly call for proposal sessions</b>	71405							
Task 1: Hire a communication expert and design relevant publications, Organise TV/Radio sports and design communication strategy								
Task 2: Hiring of Media houses to showcase the FONERWA ACTIVITIES (radios,media etc)								
<b>Activity 4.2: Capacity building and development to all project implementation partners and reporting project implementation progress and results;</b>	71405							
Task 1: Contract the services of Procurement Specialist								
Task 2: Organize training workshops and technical support for project implementers								
<b>Activity 5.1: Establish and maintain Integrated Web Based Platform for FONERWA</b>	71405							
Task 1: Contract/hire Knowledge Management Specialist								
<b>Activity 5.2: Establish a System to Integrate Knowledge Management within Project Cycle</b>								

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Actual Project Expenditure June 2015		Expenditures accepted by Agency	Balance	New Request Period & Amount April - June 2016	Authorised Amount	Outstanding Authorised Amount
		A	B					
Task 1: Organize workshops/meetings to train the FMT/Secretariat, fund beneficiaries on how to use the M&E system	74110					1,082,454	1,082,454	1,082,454
Activity 5.3: Finalise Proposals on Environmental Fines/Fees/Water Levy/Hotel Tax	74525					1,596,363	1,596,363	1,596,363
Task 1: Hire a legal consultant to guide and coordinate the process	71610					540,227	540,227	540,227
Activity 6.1: Transport cost for domestic business travel	72135					2,706,136	2,706,136	2,706,136
Activity 6.2 Communication	75105					1,932,954	1,932,954	1,932,954
Activity 6.3 fuel cost	75105					2,872,454	2,872,454	2,872,454
Activity 6.4 Facilities and Administration - Implementation						102,771,660	102,771,660	102,771,660
<b>Total</b>								

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:  
 The funding request shown above represents estimated expenditures as per quarterly work plan and itemized cost estimates attached.  
 The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination when required.

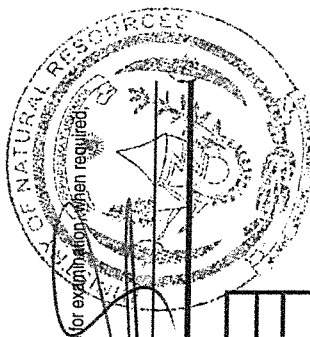
Date Submitted: 30-Mar-16 Name: FATINA MUKARUBIBI  
 NOTES: \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR AGENCY USE ONLY:**

FOR ALL AGENCIES

Approved by: [Signature]

Name: Bernardhi UZAYISABA  
 Title: Ag. HOU Poverty & Env. Unit  
 Date: 6<sup>th</sup> April 2016



Title: RS

FOR UNICEF USE ONLY		FOR UNFPA USE ONLY	
Account Charges	Liquidation Information	New Funding Release	
Cash Transfer Reference:	DCT	Activity 1	Activity 2
CRQ.ref.no., Voucher.ref.no.	CRQ.ref.no., Liquidation.ref.no.		
GL codes:	DCT Amount	0	0
Training	Less:		
Travel	Liquidation Amount		
Meetings & Confer			
Other Cash Transf			
Total	Balance	0	0