

CHECK LIST FOR NIM DISBURSEMENTS - Advances and Direct Payments							
NIM Projects							
Project Title: Strengthening National and Local Disaster Risk Management Capacity, Resilience and Enhancing Preparedness and Early Warning System in Rwanda				Project No.: 117442		Output No.: 00114220 00114221	Output No: 00114222
Implementing Partender(IP)/Vendor Name: MINEMA						Output	Vendor ID: 6670
Related Voucher No. (Liquidation): # 00060712; # 00060342		Journal No.# 00060713; # 00060714 Voucher:		Liquidated Advance Amount : 59,076,211 RWF Advance Amount			
Programme Section				Quality Control			
Step 1 - Programme Officer/Analyst				Step 3 - MSU			
Name: Hyesu Yoon		Name: Evelyn Wangu		Date: 15-Oct-2020		Date: 15-Oct-2020	
Signature:		Signature:		Comments:		Comments:	
		<i>Hyesu Yoon</i>				<i>Evelyn Wangu</i>	
Programme Section				Approving Authority			
Step 2 - Head of Unit				Step 4 - RR/DRR			
Name: Madeleine Nyiraturza		Name: Varsha Redkar-Palepu		Date: 15-Oct-2020		Date: 15-Oct-2020	
Signature:		Signature:		Comments:		Comments:	
		<i>Madeleine Nyiraturza</i>				<i>Varsha Redkar-Palepu</i>	
Check List	Approval Authority						Comments
	Programme			MSU			
	Yes	No	N/A	Yes	No	N/A	
1. Advances							
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.					X	
1.2	The advance request letter is addressed to UNDP Country Director and signed by authorized signatory of the IP or designated Project personnel.			X			
1.3	The FACE form correctly filled and signed by an authorized signatory of the IP			X			
1.4	The Financial Report covers the period of the advance.			X			
1.5	The Financial Report is arithmetically accurate			X			
1.6	The report includes the project cash book, bank statement and monthly bank reconciliation			X			
1.7	At least 80% of the previous and 100% of earlier advances have been liquidated				X		
1.8	The advance requested is aligned to the quarterly work plan				X		
1.9	Recorded expenditures in Atlas match supporting documents.			X			
1.10	Financial report liquidated in Atlas			X			
2. Direct Payment							
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	Three sufficient supporting documents for the payment attached to the FACE form						

Supporting Documents for Advances and Direct Payments

		Yes	NO
<u>Advances/Liquidation of Advances</u>			
List of Documents to be submitted by the IP:			
1	Request Letter signed by the IP		
2	Correctly completed and signed FACE Form		
3	Bank Statement		
4	Cash Book		
5	Monthly Bank Reconciliation		
6	Result-Oriented Narrative Report		
7	Approved quarterly Work Plan		
8	Minutes of quarterly steering committee meetings		
<u>List of Documents to be submitted by the Programme:</u>			
1	Project Budget Balance		
2	APJV of previous Advance		
3	Previous Advance FACE Form		
4	OFA Report		
5	NEX Advances Ageing Report		
** Atlas reports to be submitted by electronically by email.			
<u>Direct Payments</u>			
List of Documents to be submitted by the IP:			
1	Request Letter signed by the IP including the correct vendor's name		
2	FACE Form		
3	Contract/Agreement based on which the payment will be made, OR		
4	Explanatory note with supporting documents for the payment request		
5	Schedule of payments (if not included in the Contract/Agreement)		
6	Original Invoice		
7	Approved quarterly Work Plan		
8	Proof of transparent procurement process		
9	Proof of completion of work (for examples, receipt of delivery of goods, final report.. Etc.		



Republic of Rwanda

Ministry in charge of Emergency Management

Kigali, 12/10/2020
Ref: 0640/MINEMA/SPIU/20

UNDP Resident Representative
UNDP-Rwanda

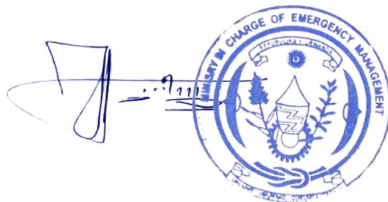
Excellency,

Subject: Official submission of financial and narrative reports of 2020/Quarter three

In line with Project “Strengthening National and Local Disaster Risk Management Capacity, Resilience and Enhancing Preparedness and Early Warning System in Rwanda” supported by UNDP Rwanda.

Based on quarter three plan, I am hereby submitting interim financial and narrative reports quarter three of the aforementioned project for the period from July to September 2020.

Please accept, Excellency, the assurance of my highest consideration.



MINEMA
(PS)1

KAYUMBA Olivier
Permanent Secretary

Cc:

- Honorable Minister in Charge of Emergency Management
KIGALI

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP RwandaDate: 9-Oct-20

Country: RWANDA
 Programme Code & Title: PPFLIO-000012
 Project Code & Title: 00117442 "Strengthening National and Local Disaster Risk Management Capacity, Resilience and Enhancing Preparedness and Early Warning System in Rwanda"
 Responsible Officer(s): Kayumba Olivier / PS MINEMA
 Implementing Institution: Ministry in charge of Emergency Management (MINEMA)

Type of Request:
 Direct Cash Transfer (DCT)
 Reimbursement
 Direct Payment

Currency: Rwf

REPORTING

REQUESTS / AUTHORIZATIONS

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request	Authorised Amount	Outstanding Authorised Amount
		A	B	C	D = A - C			
(00114220) Output1:Improved technical capacities								
Activity1. National DRM cap, Building: 1.3.Enhance the capacity of DRR/DRM organizations involved in disaster management: MINEMA, METEO Rwanda and local staff including disaster management committees	Fund: 04000 Donor: 00012 Account: 71625	4,269,800	1,909,106	1,909,106	2,360,694			
Activity3. Support operation of NPDM/DDMC: 1.6.Support to the effective operation of NPDM and to the development, update and dissemination of DM policies, strategies and plans	Fund: 04000 Donor: 00012 Account: 71625	3,700,000	0	0	3,700,000			
Activity4. Support mainstream DRR: 1.7.Support to mainstream DRR/DRM into district Development Plans and monitoring of project implementation	Fund: 04000 Donor: 00012 Account: 71625	2,775,000	0	0	2,775,000			
1.10 Support to developing and customizing SOP for national early warning and response	Fund: 04000 Donor: 00012 Account: 71625	0	0	0	0			
Sub-total		10,744,800	1,909,106	1,909,106	8,835,694			
(00114221) Output 2: Increased knowledge and skills								
2.1 Update and digitize National Risk profiles	Fund : 04000 Donor : 00012 Account :74205	1,230,000	392,000	392,000	838,000			

Activity2. DRR awareness activities: 2.4. Conduct DRR awareness raising activities among population through TV/radio programmes and production targeting vulnerable population and including specific gender awareness activities	Fund: 04000 Donor: 00012 Account: 74225	20,497,500	12,170,150	12,170,150	8,327,350			
Activity3. Disaster data documentation: 2.6. Collect, document and cover disaster data, events and evidences through digitalized system for public awareness and communication	Fund : 04000 Donor : 00012 Account :74205	2,826,715	1,735,804	1,735,804	1,090,911			
Sub-total		24,554,215	14,297,954	14,297,954	10,256,261			
Output 3 : 00114222: Enhanced multi hazard early warning systems to enable effective preparedness, response and recovery								
3.2. Conduct simulation exercises on major hazards for readiness for the districts	Fund: 04000 Donor: 00012 Account: 72399	4,625,000	0	0	4,625,000			
Activity1. support National Risk Profile : 3 Upgrade national disaster communication system and provide real-time early warnings	Fund : 04000 Donor : 00012 Account :74205	4,855,450	2,823,269	2,823,269	2,032,181			
Sub-total		9,480,450	2,823,269	2,823,269	6,657,181			
(00114223) Output 4: Strengthened Communication								
Activity4. community resilience act: 4.4. Support the implementation of innovative mitigation and adaptation measures through community-based approach including specific measures implemented by local women's groups'	Fund: 04000 Donor: 00012 Account: 72165	36,028,050	806,600	806,600	35,221,450			
Activity4. community resilience act: 4.5. Support innovative socioeconomic initiatives of population vulnerable to disasters:	Fund: 04000 Donor: 00012 Account: 72165	22,560,750	22,200,000	22,200,000	360,750			
Activity4. community resilience act: 4.6. Carry out demonstration and create awareness on fire and lightening prevention through installation of model lightning rods and fire extinguishers in public buildings	Fund: 04000 Donor: 00012 Account: 72399	0	0	0	0			
Sub-total		58,588,800	23,006,600	23,006,600	35,582,200			

Project Management								
00114224 Activity2. support program staff cost : .Support program personnel to manage and coordinate the program (Salary for project staff and communication)	Fund : 04000 Donor : 00012 Account : 71405	25,925,426	17,039,282	17,039,282	8,886,144			
Sub-total		25,925,426	17,039,282	17,039,282	8,886,144			
Total		129,293,691	59,076,211	59,076,211	70,217,480			

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

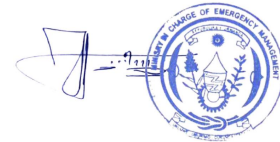
- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____

Name: Olivier KAYUMBA

Title: Permanent Secretary/MINEMA

Signature:



**MINEMA
(PS)1**

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:	_____
Name:	_____
Title:	_____
Date:	_____

FOR UNICEF USE ONLY	
Account Charges	Liquidation Information
CAG Ref: CRQ ref. Voucher ref.	CAG Ref: CRQ ref. JV ref.
CRQ CAG GL:	
Training (762010) 0	DCT Amount 0
Travel (762020) 0	
Mtgs. & Confs. (762030) 0	Less:
Sal. & Sup. Costs (761030) 0	Liquidation
Const. - Proj. Prem. (76104) 0	Amount 0
Other CAG (761010) 0	
Total 0	Balance 0

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0

**MINEMA-DISASTER RISK MANAGEMENT (1000050225 AT BNR) IN FRW
UNDP FUNDED PROJECT CASH BOOK AS OF 30TH SEPTEMBER 2020**

DATES	PYT MODE	LINE	FUND ACC	ACCO UNT	DONO R	VOUCHER FOLIO	DESCRIPTION	BENEFICI ARY	DEBIT	CREDIT	BALANCE
8/15/2020							Previously reported running balance				129,293,691
31/08/2020	Bank	1.3	04000	71625	00012	L25000010072 100025	PYT FOR MISSION ALLOWANCES FOR STAFF TO FACILITATE THE WORKSHOP FOR DDMOs on MUSANZE ,KARONGI,MUHANGA AND KAYONZA DISTRICTS	PROJECT STAFF		561,250	128,732,441
9/11/2020	Bank	1.3	04000	71625	00012	L25000010072 10030	AND OTHER RELATED PER DIEM FO RDDMOS WHO ATTEND TRAINING FROM 01 TO 04 SEPT 2020	DDMos		1,063,628	127,668,813
15/9/2020	Bank	1.3	04000	71625	00012	L25000010072 10030	BOUNCED RETURNED AMOUNT FOR DDMo BIZIMANA CHADRACK WHO ATTAIND TRAING DUE TO NAME MISMATCH	MINEMA DISASTER RISK MGT	41,072		127,709,885
15/9/2020	Bank	1.3	04000	71625	00012	L25000010072 10030	BOUNCED RETURNED AMOUNT FOR DDMo NZIRANZIZA Martin WHO ATTAIND TRAING DUE TO INVALID BANK ACCOUNT	MINEMA DISASTER RISK MGT	49,020		127,758,905
15/9/2020	Bank	1.3	04000	71625	00012	L25000010072 10030	BOUNCED RETURNED AMOUNT FOR DDMo NIYONSENGA JEAN WHO ATTAIND TRAING DUE TO WRONG ACCOUNT	MINEMA DISASTER RISK MGT	46,380		127,805,285

24/09/2020	Bank	1.3	04000	71625	00012	L25000010072 10032	PYT FOR PURCHASE ORDER FOR HOTEL FACILITIES ON 3rd SEPTEMBER 2020	SAINT ANDRE KABGAYI		204,000	127,601,285
24/09/2020	Bank	1.3	04000	71625	00012	L25000010072 10033	PYT FOR PURCHASE ORDER FOR HOTEL FACILITIES ON 2nd SEPTEMBER 2020	GOLF EDEN ROCK		216,700	127,384,585
										1,909,106	127,384,585
24/08/2020	Bank	2.1	04000	74205	00012	L25000010072 100021	COFFE BREAK,LUNCH BUFFET,MINERAL WATER FOR THE WORKSHOP TO DEVELOP TERMS OF REFERENCE TO SET DATA BASE STRUCTURE FOR	CLASSIC HOTEL		252,000	127,132,585
24/08/2020	Bank	2.1	04000	74205	00012	L25000010072 100022	PYT FOR PURCHASE ORDER FOR CONFERENCE HALL FOR THE WORKSHOP TO DEVELOP TERMS OF REFERENCE TO SET DATA BASE STRUCTURE FOR DISASTER RISK PROFILE ON CLASSIC HOTE	CLASSIC HOTEL		140,000	126,992,585
										392,000	126,992,585
18/08/2020	Bank	2.4	04000	74225	00012	L25000010072 100017	PYT FOR PURCHASE ORDER FOR ADVERT WITHIN NEWS 900SEC O RADIO FLASH	FLASH RADIO		849,600	126,142,985
18/08/2020	Bank	2.4	04000	74225	00012	L25000010072 100018	PYT THE PURCHASE ORDER FOR ADVERT WITHIN NEWS 900SECONDS ON FLASH TV	FLASH TV		1,593,000	124,549,985

9/1/2020	Bank	2.4	04000	74225	00012	L25000010072 100026	PURCHASE ORDER FOR ADVERT WITHIN NEWS 900SEC ON KIGALI TO DAY RADIO LTD	KIGALI TO DAY LTD		900,000	123,649,985
18/09/2020	Bank	2.4	04000	74225	00012	L25000010072 10031	PYT FOR MISSION ALLOWANCES FOR STATT WERE CONDUCTING AWARENESS CAMPAIGN ON DISASTER PREPARDNESS ON RADIO IHINGIRO AND ENERGY RADIO ON 17th-19th SEPTEMBER 2020	MINEMA STAFF		330,750	123,319,235
24/09/2020	Bank	2.4	04000	74225	00012	L25000010072 10034	PYT FOR PURCHASE ORDER FOR DRR AWARENESS CAMPAIGN BTN TV	BTN TV LTD		2,290,000	121,029,235
24/09/2020	Bank	2.4	04000	74225	00012	L25000010072 10035	PYT THE PURCHASE ORDER FOR AWARENESS CAMPAIGN ON FLASH TV AND FLASH FM	FLASH FM		4,932,400	116,096,835
24/09/2020	Bank	2.4	04000	74225	00012	L25000010072 10036	PYT THE PURCHASE ORDER FOR AWARENESS CAMPAIGN ON UMUCYO COMMUNITY RADIO	UMUCYO RADIO		1,274,400	114,822,435
										12,170,150	114,822,435
26/08/2020	Bank	2.6	04000	74205	00012	L25000010072 100023	PYT FOR MISSION ALLOWANCES TO NGORORERO NYABIHU AND GAKENKE ON 24 TO 26 /08/2020	MINEMA STAFF		355,500	114,466,935
27/08/2020	Bank	2.6	04000	7405	00012	L250000100721	PYT FOR SARALY AND LUMPSUM FOR AUGUST2020 FOR THE PROJECT STAFF	PROJECT STAFF		675,152	113,791,783

8/9/2020	Bank	2.6	04000	74205	00012	L250000100721	Pyt for communication allowances for september for the project staff	PROJECT STAFF		30,000	113,761,783
28/09/2020	Bank	2.6	04000	7405	00012	L250000100721	PYT FOR SARALY AND LUMPSUM FOR SEPTEMBER 2020 FOR THE PROJECT STAFF	PROJECT STAFF		675,152	113,086,631
										1,735,804	113,086,631
19/08/2020	Bank	3	04000	74205	00012	L25000010072100019	PYT FOR COLLOCATION AND PVN CONNECTIVITY FOR THE MONTH OF JUNE 2020	AOS LTD		223,083	112,863,548
27/08/2020	Bank	3	04000	74205	00012	L250000100721	PYT FOR SARALY AND LUMPSUM FOR AUGUST2020 FOR THE PROJECT STAFF	PROJECT STAFF		1,270,093	111,593,455
8/9/2020	Bank	3	04000	74205	00012	L250000100721	Pyt for communication allowances for september for the project staff	PROJECT STAFF		60,000	111,533,455
28/09/2020	Bank	3	04000	74205	00012	L250000100721	PYT FOR SARALY AND LUMPSUM FOR SEPTEMBER 2020 FOR THE PROJECT STAFF	PROJECT STAFF		1,270,093	110,263,362
										2,823,269	110,263,362
29/09/2020	Bank	4.4	04000	72165	00012	L2500001007210039	PYT FOR MISSION ALLOWANCE FOR STAFF TO NGORORERO DISTRICT ON 25 to 29/09/2020	MINEMA STAFF		571,600	109,691,762

19/08/2020	Bank	4.4	04000	72165	00012	L25000010072 100020	PYT FOR PURCHASE ORDER FOR CONFERENCE HALL ON WORK SHOP TO DEVELOP FLOOD MITIGATION AND ADAPTATION PROJECT FOR MUKO SECTOR OF MUSANZE DISTRICT	LAPALME HOTEL		120,000	110,143,362
3/9/2020	Bank	4.4	04000	72165	00012	L25000010072 100027	PYT FOR MISSION REGULARISATION FOR STAFF WHO WERE CONDUCT ACTIVITY FOR TECHNICAL EVALUATION OF COMPLETED RETAINED WALL AT NGORORERO DISTRICT	MINEMA STAFF		115,000	110,028,362
										806,600	109,456,762
3/9/2020	Bank	4.5	04000	72165	00012	L25000010072 100028	TRANSFER THE AMOUNT TO KARONGI DISTRICT TO SUPPORT SOCIOECONOMIC INITIATIVES OF POPULATION AFFECTED BY DISASTERS	MINEMA STAFF		22,200,000	87,256,762
										22,200,000	87,256,762
27/08/2020	Bank	114224	04000	71405	00012	L25000010072	PYT FOR SARALY AND LUMP SUM FOR AUGUST 2020 FOR THE PROJECT STAFF	LAPALAM E		8,311,641	78,945,121
31/08/2020	Bank	114224	04000	71405	00012	G2500001007/ 0000014/JV/21	PYT FOR BANK CHARGE FOR AUGUST 2020	BNR		3,000	78,942,121

8/9/2020	Bank	114224	04000	71405	00012	L250000100721	Pyt for communication allowances for september for the project staff	PROJECT STAFF		410,000	78,532,121
28/09/2020	Bank	114224	04000	71405	00012	L250000100721	PYT FOR SARALY AND LUMPSUM FOR SEPTEMBER 2020 FOR THE PROJECT STAFF	LAPALAM E		8,311,641	70,220,480
30/09/2020	Bank	114224	04000	71405	00012	G2500001007/0000015/JV/21	PYT FOR BANK CHARGE FOR SEPTEMBER2020	BNR		3,000	70,217,480
										17,039,282	70,217,480

PREPARED BY:

Emmanuel HABINSHUTI
ACCOUNTANT/SPIU

VERIFIED BY:

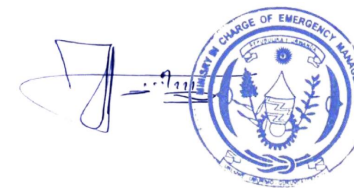
Dorothee TEGANEZA
DAF/SPIU



Digitally signed by
MINEMA (DAF SPIU)
Date: 2020.10.05
16:12:45 +02'00'

APPROVED BY:

Olivier KAYUMBA
PS/MINEMA



MINEMA
(PS)1




**2500001007-Strengthening DRM Capacity, Resilience and Enhancing Preparedness and Early Warning System
in Rwanda**


BANK RECONCILIATION REPORT

as at **9/30/20**

Bank account	100050225	
Bank Name	MINEMA DISASTER RISK MANAGEMENT RWF	
Balance as Per Bank Statement as at	9/30/20	70,217,480
Add Deposit in Transit		0
Less Outstanding Payments / Cheques		34,646,114
Adjusted Bank Balance as at	9/30/20	35,571,366
Cash Book Balance as at	9/30/20	35,571,366
Unreconciled Difference		0

Prepared By  Digitally signed by
MINEMA
(ACCOUNTANT) Signature

Reviewed By Signature

Approved By  **MINEMA**
(PS)1 Signature





2500001007-Strengthening DRM Capacity, Resilience and Enhancing Preparedness and Early Warning System in Rwanda


BANK RECONCILIATION REPORT

as at **9/30/20**

Bank account	100050225	
Bank Name	MINEMA DISASTER RISK MANAGEMENT RWF	
Balance as Per Bank Statement as at	9/30/20	70,217,480
Add Deposit in Transit		0
Less Outstanding Payments / Cheques		34,646,114
Adjusted Bank Balance as at	9/30/20	35,571,366
Cash Book Balance as at	9/30/20	35,571,366
Unreconciled Difference		0

Prepared By  Digitally signed by MINEMA (ACCOUNTANT) Signature

Reviewed By  Digitally signed by MINEMA (DAF SPIU) Date: 2020.10.05 16:15:36 +02'00' Signature

Approved By   **MINEMA (PS)1** Signature



QUARTERLY NARRATIVE PROGRESS REPORT 2020/Q3

Quarter 3, July to September 2020

Purpose: This report aims at assessing the achievements against the planned results during the quarter III, July to September 2020 as well as risks and issues that could affect project implementation.

Project title:	Strengthening National and Local Disaster Risk Management Capacity, Resilience and Enhancing Preparedness and Early Warning System in Rwanda	
Project number:	00117442 Strengthening DRM Capacity in Rwanda(MINEMA)	
Implementing Partner :	Ministry in charge of Emergency Management (MINEMA)	
Project/UNDAP/CPD outcome:	UNDAP Outcome 2/UNDP-CPD Outcome 2: By 2023 Rwandan institutions and communities are more equitably, productively, and sustainably managing natural resources and address climate change UNDP Strategic Plan Outcome 3: Build resilience to shocks and crisis	
NST priorities:	NST: Priority 7 “Sustainable Management of Environment and Natural Resources” under the “Economic Transformation” Pillar; DRM as a “Cross-cutting Area”	
SDGs:	11, 13	
Project start date:	01/01/2019	
Project end date:	30/06/2023	
Reporting period:	Q3/2020	
Project budget (USD):	TRAC (core):	\$ 2,765,065
	Government of Rwanda (in kind):	\$ 200,000
	Total project budget:	\$ 2,965,065

Results-based Reporting

Copy the table below and repeat for each project output.

OUTPUT : <i>(Insert output statement from Project Document)</i>
OUTPUT 1: Institutions at national, district and community level have improved technical capacities to reduce risks, manage and respond to natural disasters and limit gender-differentiated impacts
Output level achievement
During the workshop, the 28 (23 men and 5 women) District Disaster Management Officers (DDMOs) planned activities for disaster risk reduction in their respective districts. They specially planned activities of disaster awareness and education for the community.
Completed activities that contributed to the above achievements
<p>1.3. Enhance the capacity of DRR/DRM organizations involved in disaster management, MINEMA, METEO Rwanda and local staff including disaster management committees.</p> <p>A workshop organized and facilitated for the District Disaster Management Officers (DDMOs) where 28 DDMOs (23 men and 5 women) attended the workshop from 1- 4 September 2020. The workshop intended to enable DDMOs to plan for disaster risk reduction in their respective districts in line with earmarked funds, which will facilitate those focal persons to conduct disaster awareness, education and training to the community. They participants were requested to organize special umuganda on DRR to remove debris in water channels and river dredging, retrofit vulnerable houses, protect river banks with sandbags, plant trees in areas prone to floods, landslides, windstorms.</p> <p>A detailed report on the workshop is in annexes of this report.</p>
Change in plan <i>(what results were not achieved as planned and why):</i>
Training on disaster management and preparedness at the Sector level for SEDIMACS was not conducted because we were not allowed to meet trainees at sector level due COVID-19. The allocated budget will be postponed to next quarter October to December 2020.
1.6.Support to the effective operation of NPDM and to the development, update and dissemination of DM policies, strategies and plans
The unit in charge of Recovery and Response in MINEMA organized a virtual meeting of NPDM on 24/08/2020 where participants were the head of institutions involved in NPDM like RRC, WFP, UNDP, MINEMA, MINALOC, MINECOFIN, World Vision, World Relief, UNICEF, IOM. The meeting aimed at harmonizing the working mechanism, reporting system and the way forward to improve the implementation of Disaster Risk management' activities. The participants were updated on disasters that occurred from

September 2019 to May 2020 and the action taken to deal with disaster consequences as well as the challenges encountered.

Change in plan (*what results were not achieved as planned and why*):

The workshop of NPDM that would take place in Muhanga District was kept on hold to prevent participants from COVID 19. The budget allocated to the activity will be reallocated to the activities of the next quarter October 2020 to December 2020

Activity 1.7 Support to mainstream DRR/DRM into national and district Development Plans and Development Sectors

The concept notes to monitor DRR mainstreaming status in Gicumbi and Rwamagana Districts is available, however, the activity has been put on hold since the activities on the field were not allowed to comply with COVID 19 prevention measures.

The activity should assess the level DRR/M is mainstreamed into district plans such as the District Development plan, annual work plan and Imihigo performance contract.

Change in plan (*what results were not achieved as planned and why*):

The monitoring of DRR/M mainstreaming in Gicumbi and Rwamagana districts has not been conducted but the activity was postponed to the next quarter of October 2020 to December 2020 due to COVID-19 Prevention measures.

1.10 Support to developing and customizing SOP for national early warning and response

MINEMA developed the ToR sent to UNDP to initiate the tender process. UNDP published ToR and evaluated offers from companies. the successful company was NICKDADI LTD who has to conduct development of Standard Operating Procedures (SOP) for Early Warning System and Response

Change in the Plan(*what results were not achieved as planned and why*):

None .

OUTPUT 2: Population, local authorities and institutions (District and DR management committees) have increased knowledge and skills of risks from evidence-based disaster risk assessments

Output level achievement

Terms of Reference submitted to UNDP to recruit a national consultancy firm to develop a database of disaster risk profile in Rwanda.

Rwanda's male, female and vulnerable population aware of disaster risk due to awareness activities done through TV and radio programmes

Completed activities that contributed to the above achievements

2.1 Update and digitize National Risk profiles

The ToRs were developed during the workshop in Classic Hotel –Kigali in collaboration with UR specialist and UNDP for hiring a national consultancy company to develop a database of disaster risk profile in Rwanda.

MINEMA requested UNDP to facilitate the procurement; the invitation to bid was advertised on 1/9/2020 by UNDP procurement Unit. The evaluation process has been completed and the successful company was E-STATE CONSULTING INC who has to conduct consultancy tasks.

Activity 2.4. Conduct DRR awareness raising activities among population through TV/radio programmes and production targeting vulnerable population and including specific gender awareness activities

Public awareness-raising activities implemented through TV and Radio programmes, mass media and publicity spots. The public awareness messages broadcast on TV Umucyo Community Radio, Flash TV, BTN TV, Flash TV, TVR, Radio Salus, Energy Radio, Radio Ishingiro, Radio Huguka, Isango Star,

The activity of public awareness on DRM and disaster risks facilitated on prevention from floods and heavy rains, lightning, winds and other related hydro-meteorological disasters.

Change in plan (*what results were not achieved as planned and why*):

All activities were implemented as planned. There was not any change in the plan

Activity 2.6 : Collect, document and cover disaster data, events and evidences through digitalized system for public awareness and communication

Disaster communication team supported and facilitated to be operational. Disaster data and events were regularly collected, documented and covered for public awareness. Emergency video taken for public awareness. Short videos and radio spots prepared on different topics as follows:

- Short video on best practices to maintain rainwater canalization;
- Audio and video on lightning prevention during the rainy season,
- Animated web banner on flood and heavy wind prevention and mitigation measures for dissemination;
- Radio spot on best practices for building house foundation in line with building codes
- TV show on recovery activities conducted in the disaster most affected Districts such as Nyabihu, Gakenke, Muhanga and Ngororero Districts.
- The TV Show on recent disaster effects that occurred in different areas of the country has been produced and disseminated through social media.

- The short video on heavy wind prevention measures has been produced and disseminated through social media and local TVs including YouTube, Twitter, Facebook, BTN TV and ISANGO TV.
- TV Spot on Fire incident prevention measures has been produced and disseminated through social media and local TVs including YouTube, Twitter, Facebook, BTN TV and ISANGO TV.

<https://www.youtube.com/watch?v=-OvmzrUbF3A>

https://twitter.com/Imvaho_Nshya/status/1283301315712516098

<https://youtu.be/mGbikvK4AS4>

OUTPUT 3: Enhanced multi hazard early warning systems to enable effective preparedness, response and recovery

Output level achievement

The messages reporting disasters occurring and its negative impacts all over the country were sent by Disaster monitors and recorded in Disaster communication system.

Completed activities

3.2. Conduct simulation exercises on major hazards for readiness for the districts

An animated web banner on best practices for rain water harvesting, maintenance of water canalization and building house with resistant foundation in line with flood prevention and mitigation measures has been designed and disseminated through Newtimes.co.rw, inyarwanda.com and kigalitoday.com websites

Change in plan (*what results were not achieved as planned and why*):

Planned simulation exercises on floods/fire were not conducted because they were not allowed to meet trainees at local level due COVID-19. The activity is postponed to the coming quarter October to December 2020.

Activity 3.3 : Upgrade national disaster communication system and provide real-time early warnings

The Disaster Communication System in MINEMA provides daily report from the ground on any disasters or emergencies happening at grass root level. The system provides real-time alerts via SMS to key decision-makers at MINEMA, which resulted to a timely and improved disaster or emergency response when necessary. The alerts reporting disasters occurring all over the country were sent by Disaster monitors at sector and District levels. The negative effects resulted to different disaster were reported.

OUTPUT 4: Communities in selected high-risk districts have strengthened capacity to mitigate, adapt and respond to disaster risks

Output level achievement
<ul style="list-style-type: none"> - Developed a “Community-Based Flood Mitigation and Adaptation Project to protect Karuyege lowland of Muko Sector in Musanze District. - The MoU between MINEMA and Musanze District signed to protect Karuyege lowland. In Musanze District . - MINEMA transferred twenty two million two hundred thousand Rwandan francs (22,200,000 Rwf) to support 189 disaster-affected households in Rwankuba and Murundi Sectors of Karongi Districts.
Completed activities that contributed to the above achievements
<p>Activity 4.4: Support the implementation of innovative mitigation and adaptation measures through community-based approach including specific measures implemented by local women’s groups</p> <p>The technical staff from MINEMA, Rwanda Water Resources Board and Musanze District Developed a “Community-Based Flood Mitigation and Adaptation Project to protect Karuyege lowland of Muko Sector in Musanze District from 20th July 2020 to 24th July 2020. They carried out an assessment to identify disaster risks caused by floods and soil erosion in the lowland of Karuyege. The geo spatial data were taken for project area, which is the lowland of the Karuyege and the catchment surrounding the low land.</p> <p>The beneficiary population is estimated to 6,480 including 2,266 males and 4,214 females. The project aims at supporting disaster affected population to recover from disaster risks consequences and to protect lowland of Karuyege .The short-term solution is considering only the protection of Karuyege lowland covering 101 ha of agricultural land, which can last for three years. This option considers the use of community approach to provide job opportunities to people affected as alternative source of income to recover from recent disaster effects.</p> <p>A memorandum of understanding was signed between MINEMA and Musanze District to support flood mitigation and adaptation project to protect Karuyege lowland in Muko sector of Musanze district with a project budget amounting to forty six million one hundred ninety four thousand eight hundred nineteen Rwandan francs (46, 194,819 Rwf.)</p>
Change in plan <i>(what results were not achieved as planned and why):</i>
<p>The budget will be expended after the budget revision to integrate the budget in District financial system.</p> <p>The flood mitigation and adaptation activities for Ngororero District were postponed to the next year once the budget is available.</p>
<p>Activity 4.5: Support innovative socioeconomic initiatives of population vulnerable to disasters</p> <p>MoU signed between MINEMA and Karongi District to support 189 disaster-affected households. The beneficiary head of households will be supported to initiate innovative</p>

socioeconomic initiatives. The MINEMA transferred to Karongi District twenty two million two hundred thousand Rwandan francs (22,200,000 Rwf) based on the approved 2020 project annual budget, for supporting disaster-affected population in Murundi and Rwankuba Sectors of Karongi District. The District and Sector authorities are working on:

- Mobilize disaster victims so that they work into created groups for running micro projects as reflected in the appropriate project formats,
- Distribute start-up tool kits /productive assets to identified disaster victims.
- Link beneficiaries to local microfinance institutions and ensure continuity and sustainability of project achievements;

MINEMA will be monitoring the activity to ensure efficient use of transferred funds in efficient manner.

Overall Challenges, Recommendations and Lessons learnt

Raise any challenges that require attention, and lessons learnt / best practices that can be shared within the project and with other projects.

Key challenges and risks, recommendations (*Identify challenges and risks and recommended solutions*):

The workshops and trainings were not allowed in order to respect the national regulations to limit the spreading of COVID 19 pandemic.	The postponed activities will be implemented in the next semester October to December 2020.
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Lessons learned and/or good practices

The collaboration with UNDP procurement unit allowed to speed up procurement process to recruit a consultancy firm to develop database of disaster risk profile in Rwanda.

Leave No One Behind, Gender, Knowledge & Innovation, Environment: (*Share any achievements or lessons learnt, good practices on Leave None Behind, gender equality and women's empowerment, Innovation and Environment (Reports that will include a section on "Environment" are only those for projects focusing on socio-economic development)*)

LNOB and Gender equality and women's empowerment was considered and applied in the selection of beneficiaries who will be supported to implement Income Generating Activities (IGA). The identified disaster affected people especially the vulnerable people will be supported for implementing small projects. Flood mitigation project is also targeting men and women who will be implementing mitigation measures through community based approach.

Results Framework Summary

Monitor the indicators by quarter and record relevant progress. Make sure to add the source of data.

Outcome/Output	Indicator	Baseline (2018)	Project Achievement (Y1/2019)	Project Target (Y2/2020)	Q1 Achievement	Q2 Achievement	Q3 Achievement	Q4 Achievement
Outcome 2: By 2023 Rwandan institutions and communities are more equitably, productively and sustainably managing natural resources and addressing climate change								
Output 1: Institutions at national, district and community level have improved technical capacities to reduce risks, manage and respond to natural disasters and limit gender differentiated impacts	1.1. Number of Ministry in Charge of Emergency Management (MINEMA) and Meteo Rwanda staff, NPDM focal points, and members of DIDIMACs and SEDIMACs men and women trained that have improved technical skills in risks reduction, management and response to natural disasters and limit gender-differentiated impacts	88 MINEMA, NPDM, DIDIMACs and SEDIMACs Staff 18 Meteo Rwanda staff	304	240	Target: 40 Achvt: 0 Only concept note drafted	Achievement: 0	Target :80 Achvt :28	
	1.2. Number of DRM policies, strategies, plans and operating procedures developed, updated, and published	18 namely: - National Disaster Management Policy and Law - National disaster risk management plan	5 namely: - Preparedness plan for WASH - Shelter, - Mass fatality,		4	0	Achievement: 0	Target:2 Achieved : 1 virtual meeting

		- National response and recovery strategy - National preparedness and response plan, for El Nino, Volcanic eruption, - 12 Contingency plans (animal and plant disease, drought, volcanic eruption, earthquake, industrial disasters, flood, landslide, fire, storm, terrorism attacks, El Niño)	- Ebola, - National contingency matrix					
	1.3. % of policies, strategies and plans which contribute to limiting gender-differentiated impacts	100%	100%	100%		0	0	
	1.4 Number of development sectors and districts in which DRR is updated and mainstreamed at national and local level	9 development sectors: (education, infrastructure, agriculture, environment, health, ICT, urbanization,	6 sectors: (education, infrastructure, agriculture, environment, urbanization and settlement.	5 sectors 5 districts	0	concept note developed	0	

		water and sanitation) 29 districts with DDMP developed that needs to be reviewed and validated	8 districts monitored (Rusizi, Burera, Musanze, Nyabihu, Rubavu, Rutsiro, Nyamasheke, Karongi) but their DDMPs need to be reviewed and validated					
Output 2: Population, local authorities have increased knowledge and skills of risks from evidence-based disaster risk assessments	2.1. Extent to which National hazard risk profiles updated and digitized: 0 not updated and not digitized 1 updated 2 updated and digitized	0	0	1	0	0	0	
	2.2. Percentage of Rwanda's male, female and vulnerable population in selected 10 districts prone to disasters aware of disaster risk	56% of the Rwandan population in the 10 selected disaster prone districts are aware of DRM	Not available (survey not yet done)	85%	NA survey not yet done	survey not yet done to determine%	survey not yet done to determine %	

	2.3. Number of targeted development sectors and districts which have implemented at least 50 % of the risk assessment recommendations	Sector: 0 District: 0	Assessment not conducted	10 districts prone to disasters	Assessment not conducted	0 Only concept note developed	0		
Output 3: Enhanced multihazard early warning systems to enable effective preparedness, response and recovery	3.1. Number of simulation exercises for disaster preparedness and response conducted at the national and district level	1 Simulation exercise conducted (mass movement of population)	Simulation on fire drills conducted in the Northern Province	2	0	0	0		
	3.2. Percentage of disasters from extreme weathers warned 24 hours before occurring	No existing baseline	70% 90%	75% 92%	90%		90%		
Output 4: Communities have strengthened capacity to mitigate, adapt and respond to disaster risks	4.1. Number of households (gender-disaggregated, female-headed and male-headed) having benefitted from the implementation of disaster mitigation measures	NA	NA	NA					
		NA	NA	NA					
	2000	60 people/10 houses	300 HHs	0		0	0		
	4.2. Percentage of households (gender-disaggregated, female-headed and male-headed) supported through livelihood intervention able to generate at least the same revenues as prior to their displacement	NA	0%	NA					
		NA	0%	NA					
	100% of 220 households in Ngororero district 100% of 740 households in Gakenke district	0%	100% (219 HHs)	0		0 Orientation training for 189 people	0 Funds transferred to District to support 189 HHs		

	4.3 Percentage of vulnerable men, women and other vulnerable groups affected by disasters at the level 3 and 4 benefitting from response and recovery interventions	90% of vulnerable population in Gakenke district supported in response and recovery	90%	90%	0		90%	
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Financial Summary

Quarterly financial report						Annual financial summary		
	Q3 Budget allocation (RWF)	Q3 Expenditure (RWF)	Balance for Q3 (RWF)	Delivery rate for Q3(%)	Notes <i>(Explain reason if there are differences between budget and expenditure)</i>	Annual Budget allocation (RWF)	Annual expenditure by end of Q3 (RWF)	Delivery rate at end of Q3 (%)
Output 1	10,744,800	1,909,106	8,835,694	18	Field Activities were not fully implemented due to COVID-19	44,830,125	6,382,411	14
Output 2	30,756,867	20,500,606	10,256,261	67		84,332,250	30,825,334	37
Output 3	10,870,543	4,213,362	6,657,181	39		28,113,525	12,193,920	43
Output 4	59,681,000	24,271,600	35,409,400	41		56,906,000	26,639,885	47
Project Management	35,060,067	26,173,923	8,886,144	75		151,193,100	76,844,106	51
TOTAL	147,113,277	77,068,597	70,044,680	52		365,375,000	154,558,315	42

Next Quarter Work Plan (QWP) in excel sheet as attachment

Provide a quarterly work plan including M&E and communication activities. If the work plan is created in excel sheet, please attach it to this reporting form. Indicate the projected delivery rate by the end of the quarter.

Date:

Prepared by:

**BIZIMANA Tite
Disaster Project Specialist**

Reviewed by



**URAMUTSE Gilbert
Disaster Programme Manager**

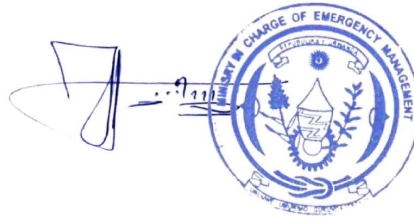
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MINEMA
(Coordinator SPIU)1
Date: 2020.10.09
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**INGABIRE Veneranda
SPIU Coordinator**

Approved



**KAYUMBA Olivier
Permanent Secretary/MINEMA**

**MINEMA
(PS)1**

Annex 2 : REPORT OF THE AWARENESS AND TRAINING WORKSHOP FOR THE FOCAL POINT IN DISASTER RISK MANAGEMENT

1. OBJECTIVES

- a. Increase the awareness on new framework of emergency management activities;
- b. Facilitate Focal Persons to know how to identify needs during emergencies,
- c. Enable Focal Persons to effectively coordinate all response and recovery activities in their respective districts;
- d. Enable Focal Persons to plan for disaster risk reduction in line with earmarked fund;
- e. Facilitate Focal persons to conduct disaster awareness, education and training to the community;
Empower Focal Persons to report for all achieved activities using established reporting templates

2. EXPECTED RESULTS

- a. Disaster awareness enhanced among focal persons from all districts;
- b. Response and recovery activities efficiently implemented;
- c. All achieved activities in line with emergency management timely reported
- d. Earmarked fund for DRR activities well used and planned activities well implemented;
- e. All Emergency Management activities mainstreamed into district plans.

3. TRAINEES:

28/30 DDMOs attended as the following table summarizes:

Date	Participants	Venue	ATTENDANCE		
			M	F	T
01/09/2020	Burera , Musanze, Gakenke, Rulindo and Gicumbi	Centre Pastoral Notre Dame de Fatima (Musanze)	4	1	5
02/09/2020	Karongi, Nyabihu, Rutsiro, Rubavu, Ngororero, Nyamasheke and Ruzizi	Golf Eden Rock in Karongi District	5	1	6
03/09/2020	Kamonyi, Muhanga, Ruhango, Nyanza, Huye, Gisagara, Nyamagabe and Nyaruguru	Hotel Saint Andre de Kabgayi in Muhanga District	5	2	7
04/09/2020	Kicukiro Nyarugenge, Gasabo, Bugesera, Rwamagana, Kayonza, Ngoma, Kirehe, Gatsibo and Nyagatare	East Land Hotel in Kayonza District	9	1	10
Total	30 Districts		23	5	28

4. TRAINERS: MINEMA and RNP Staff supporting NECC

HABINSHUTI Philippe : DIRECTOR OF Response and Recovery

SP Karim SAFARI: RNP Staff

NYIRANSABIMANA Fernande: Public Awareness, Training and Capacity Building Officer

5. TRAINING OVERVIEW

A one day training workshop of DDMOs by province has been well conducted as 28/30 of DDMOs participated to the training (93%) with 23 men and 5 women.

Different topics were covered:

- a. Introduction of Emergency Management System (EMS) to DDMOs as the request initiator for their respective districts and explanation of how it will operate. Participants appreciated the system as it will ease and speed up the work.
- b. Participants acquired the knowledge on how to conduct disaster awareness, education and training to the community.
- c. They also get skills on how they can identify needs and coordinate all response and recovery activities
- d. A refresher on how to use earmarked fund by MINEMA to all Districts were done. Participants were reminded the activities that must be done in line with the earmarked funds. The following are those activities:
 - Organize and operationalize the disaster management committees (DIDIMACs and SEDIMACs)
 - Organize special umuganda on DRR to remove debris in water channels and river dredging
 - Retrofit vulnerable houses, etc
 - Protect river banks with sand bags, bamboo...
 - Plant trees in areas prone to floods, landslides, windstorms.

DDMOs highlighted the obstacles they met last year concerning the use of earmarked fund and proposed the solutions as some Districts returned a great part of that amount, others misused it.

They made us aware that emergency management activities are not prioritized by Districts management, that they only operate when requesting for the support to disaster victims so that the preparedness, key part for effective emergency management is not taken into consideration.

The discussion was done on the different formats of reporting in order to get harmonization.

6. Challenges

- The time allocated was too short for the training;
- The problem of emergency management system interruption during the training.

7. RECOMMENDATIONS

TO DISTRICTS

- Give enough time to DDMOs to accomplish their job responsibilities;
- Use properly the earmarked fund by MINEMA;
- Mainstream emergency management into districts development plans;
- All districts to have regular preparedness plan;
- Coordinate all Partners operating in emergency management's areas in their respective districts to avoid duplication and forging;
- Update daily report based on field assessment

TO MINEMA

- Share the guidelines to Districts for the use of earmarked funds.
- Organize the workshop for Districts planners and DDMOs;
- Conduct monitoring on the use of earmarked funds;
- MINEMA to advocate for DDMOs to MINALOC and Districts to facilitate them to effectively accomplish their job responsibilities

MINEMA to organize regular workshop and training of DDMOs aiming at refresher and brainstorming each other.

The training was conducted in line with standards operating procedures against Covid-19 as the following pictures are showing:



Prepared by:

NYIRANSABIMANA Fernande

PATCB