



United Nations Development Programme

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BACK TO OFFICE REPORT (BTOR)

Submitted by: Sergio Julane

Title: Monitoring and Evaluation Specialist

Approved by:

Title:

Date Submitted: 10 August 2020

MISSION-Locations to visit, (including days of travel): Pemba city and Metuge Province of Cabo Delgado from 03- 07 August 2020.

TYPE OF MISSION:

Present the program to the government, interact with the implementing agents, explain how the activities will be carried out, assess the degree of implementation of the activities, provide technical support and conduct supervisory visits to the field in order to interact with the beneficiaries.

TEAM MEMBERS

Ghulam Sherani – MRF Programme Coordinator; Ravy Sera-Livelihoods Specialist; Brenda Hada-Communication Specialist; Sergio Julane-M&E Specialist; Kamillah Vali-Procurement Specialist; Fernanda Varela-Administrative Assistant; Juvenia Cohen-Finance Specialist.

BRIEF SUMMARY OF MAIN FINDINGS AND OBSERVATIONS

Within the Recovery Facility Program from August 4th to 7th, the above members of the project team visited Cabo Delgado Province in order to fulfil the objectives described above with the work agenda below.

The methodology used included convening meetings with the implementing agents, government departments, and making PowerPoint presentations and at the end of each presentation engaging in open discussions to clarify some issues.

In summary, the first two days were used to work with implementing agents of Pemba and Metuge districts, the third day for Ibo district, the fourth and last day involved field work and interaction with beneficiaries. Bilateral meetings were held with the Cabo Delgado Secretariat, and Governor; representatives of AZUL, IOM and UNFPA.

SCHEDULE:

The Schedule of work is shown in the table below;

BRIEF SUMMARY OF MAIN ACTIVITIES PERFORMED

RECOVERY FACILITY PROGRAM

This session was conducted by Eng. Ravy Serra who presented the programme objectives, the expected results and the implementation strategies for each pillar. He explained in general that the recovery facility program is aligned to respond to the needs raised after the disaster (PDNA) and the National Recovery Matrix (DRF). The focus is on the most affected and vulnerable families, because they are the ones who know what they have lost and what they intend to do. It was also emphasized that 60% of the beneficiaries must be women and girls. The programme will operate in 8 districts; 5 in Sofala and 3 in Cabo Delgado with a total budget for 2020 in Cabo Delgado of about 81million meticaís.

During the sessions the most discussed issues were:

- The criteria of selection of beneficiaries and need of mapping of implementing agents in order to avoid overlapping in implementation of activities;
- Care to be taken during the management and utilization of funds; where it was stressed that although each organization has its procedures, it must respect the regulations of the administration and financing of UNDP, and to reduce all types of risks as much as possible;

- It was emphasized to the implementing agents to put in place safety mechanisms in the movement of money for payment of activities particularly beneficiaries of intensive work. IPs were encouraged to explore and use the different forms and systems of electronic payment such as M-pesa, M-kesh or bank transfers;
- The recipients packages should be clear including the delivery schedule, the involvement of the government to witness payments, and maximum avoidance of conflict with the recipients. Further, implementing agents were advised to find ways to standardize the recipients' payment evidence sheets, and FRUTICAD shared a model.
- IPs were informed that they bear the risk of losses of money during movement and the payments will be audited regularly.
- In relation to implementation, UNDP emphasized the need to focus on the results specified in the ToRs that each implementing agent submitted. The expected results will be aligned around the 4 areas of pillar 1, with a greater focus not only on the activities delivered, but on the results and changes in behavior.
- The questionnaires used for needs assessment should be the basis for identifying the beneficiaries, with major focus on level of vulnerability of families;
- Considering the time taken for the data capturing into the database, the organizations were advised to proceed with activities, i.e. once they complete data collection, IPs commence the implementation of interventions;
- In the monitoring and evaluation session, it was highlighted that each implementing agent should share its final performance framework containing the list of activities, indicators, targets, expected results and the source of verification of the data. These needed to be aligned with the 4 results and 12 outputs expected in Pillar 1.
- Regarding the reporting models, the weekly, monthly and biannual update reports were shared and discussed. It was agreed that every Monday the weekly updates should be submitted; and until the 21st of each month the monthly reports should be submitted. From the 21st to the 31st the supervision and technical support visits will begin.

FINANCE

In the administration and finance session, the FACE form was presented and discussed, procedures on fund management, links with activity codes; financially accepted documents; experiences of the different payment systems; contracting and resources.

- In relation to the codes, an exercise was made to adjust the previous activity codes with cost in the FACE form, where each implementing agent received the updated codes and adjusted their activities.
- It was indicated in this session that the financial report should be submitted by the 28th of each month, however bank statements so as not to incur costs could be sent by the 1st of each month. In this case checks could be made out on the 28th of each month and the collection would take place the following month;
- It was recommended that each implementing agent organizes inventories (list of goods and equipment) to be acquired and that they should share with UNDP.
- In relation to the codes, it was also recommended that each implementing agent foresees if the expenses and allocates if the activities codes for the next six months and that two FACE forms be filled out, one with the total value of the initial contract and the second with the amount of the advance. Submitted financial reports must be accompanied by the FACE form, list of expenses, request for bank statement and bank reconciliation.
- If the expenses do not reach 80% of the amount advanced, it is no use asking for new funds or requesting a second tranche of funds.

COMMUNICATION

In the communication component, UNDP provided guidance on how to handle visibility materials; use of LOGOs, use of social networks and image capture.

- The key message was to stress the importance of sharing all visibility material with UNDP before it is produced for evaluation and approval.
- The list of all communication focal points for each organization was collected.

PROCUREMENT

In this session, the general principles of procurement (the 6 right ones), risks inherent to procurement, aspects related to ethics, fraud and corruption in the procurement system; procurement and contracting processes; evaluation of quotations, general travel and subsistence processes; approval and segregation of functions were discussed

In summary, some issues were clarified by the participants related to:

- Difficulties in finding the goods in the city of Pemba because there are few shops;
- The issue of memorandums of understanding with suppliers, where the importance of the conflict of interest was emphasized;
- The question of making purchases outside the city of Pemba versus transportation costs; damage of materials, low quality of materials, price and delivery time.

CLOSURE

The training session which lasted three days (3, 4 and 5 August) with the 5 implementing agents from Cabo Delgado Province (We World, FRUTICAD, ADEL Cabo Delgado, AMOR and Fundacao Ibo), was led by the representative of the Recovery Facility Programme resident in the city of Beira, Ghulam Sherani. At the end of the sessions, observed that the interaction was very good, appreciated active participation and good interaction with IPs representatives. He affirmed that UNDP was available to support the implementing agents, especially in these first 3 months that are crucial for the start of the programme to help them take off. Mr Sherani reiterated the importance of forging good partnership enough to help needy families to recover from the effects of Cyclone Kenneth. He emphasized the importance of close cooperation with the government, avoidance as much as possible deliberate exclusion of deserving beneficiaries and nepotism. , and stressed at the end that this is only the beginning and that this program lasts five years, where it intends to transfer the maximum money to the people so that they can restart their lives. We have to ask the communities what the priorities are delese and not impose, he asked us to let them talk. Having said that this is the only way the program will be sustainable; people will work with enthusiasm and commitment and take care of it.



PRESENTATION OF THE RECOVERY PROGRAMME TO DISTRICT GOVERNMENTS

During the mission there were parallel courtesy visits to the Provincial Government and the State Secretariat of Cabo Delgado and the joint presentation of the programme (UNDP, GREPOC and implementing agents) to the district government entities.

This presentation took place at the provincial secretariat; the provincial government and the district administrations where the partners will implement their activities.

The delegation was composed by representatives of UNDP (Ghulam Sherani, Ravy Serra and Brenda Hada), GREPOC (Zefanias and Iva Florencia Langa), and accompanied by representatives of the five organizations, each one representing its implementing district.

The sessions took place at the offices of the local districts of Pemba and Metuge for the implementation of the activities, with the district of Ibo lacking due to time constraints and impassability of the roads.

In district was represented by District administrators, Permanent Secretaries, chiefs of posts and localities, district directors of planning and infrastructure services, district services of agriculture and economic activities, as well as various technical staff. See the attached list.

The presentations in each district followed the following sequence:

- General overview of the programme and the activities to be implemented by UNDP;
- Presentation of the activities to be carried out by each of the partners

During discussions and clarification of unclear issues, the main concerns raised were related to:

- The sharing of plans with governments, given that some organizations work for some stipulated period and are not accountable to the government, i.e. do not update on the progress. UNDP discouraged such behavior and encouraged the government to proactively monitor all interventions;
- The organizations were called to pay special attention to avoid duplication of activities as much as possible, to interact with the government and coordinate the number of the population to be covered as well as the areas for intensive work activities, drainage ditch openings, encouragement of agriculture, beekeeping, fruit growing or fishing. In this field the practice of the coal business was discouraged even using improved ovens since the activity is not environmentally sustainable;
- An environmental problem was identified in Metuge, Mize, where FRUTICAD together with AMOR promised to interact with the municipality of Pemba and find a way out to minimize the environmental risk.
- In relation to the support that will be provided to vulnerable families, it was clarified that the principle of the program will also cover and support the displaced population of Quissanga District; although these families do not live in their territory, they will indirectly benefit from the interventions;
- One of the points much discussed was in relation to the clarity in the nature of the activities where some thought that the project would build dams, dikes, buy motor pumps, etc. It was clarified that the focus will be on the beneficiary, where they will indicate their real needs and activities they wish to carry out, and with the income from the intensive work they will channel part of the value to make savings or develop some business for their self-support.
- The program focusses on small resources, simple technologies, more technical assistance to develop big things to enable families to recover from the effects of Cyclone Kenneth.
- The infrastructures must be those that are productive and do not involve much machinery and equipment. The community must choose what it needs to develop to make the interventions more sustainable. "The most important approach is to show the "how" to do, opposed to giving help. People don't know how to survive.
- The fishing area was indicated to be very important and strategic, and require support in the form of equipment.



Courtesy meeting with the Secretary of State of Cabo Delgado.



Courtesy meeting with the Governor of Cabo Delgado Province



Photo taken in Metuge with District authorities from Metuge and Quissanga Districts



Family photo during Metuge meeting for Metuge and Quissanga District authorities

Field Visit

The last day of the mission was devoted to field visit to the partners FRUTICAD, WE WORLD and ADEL Cabo Delgado; which took place from 8am to 11am. UNDP members responsible for Pillar 1 Ravy Sera, Brenda Hada of communication and Sergio Julane Monitoring and Evaluation, accompanied with the technicians of each organization participated in the visit.

- FRUTICAD took UNDP members to Muxara and Mahate neighborhood, where two neighborhoods selected for intervention were assessed and the proposals of the activities to be executed were discussed. The former neighborhood is very populated and composed of some families displaced from the areas with insurgents. In this neighborhood, Holm oak was visited the site for rehabilitation of a drainage destroyed by floods rendering the area difficult to access. FRUITCAD intends to help families to plant 3 fruit trees each, and assist vulnerable families in agriculture, beekeeping, micro-finance and the development of small businesses. The organization was advised to ensure they support people in real need.
- In Mahate, still under the responsibility of FRUTICAD, a garbage site was visited, and it was observed that the site posed an imminent environmental problem during the rainy season with serious risk of diarrheal diseases.
- In this place for the cleaning of the garbage the intervention will be to carry out composting through the recyclable garbage also to promote the change of behavior in the families around;



In Mahate neighborhood, together with We World after the interaction with the Secretary of the Neighborhood, the team visited a drainage 5km long, which will be cleaned and improved.

- The impact of this intervention will be visible, as the garbage prevents the normal circulation of water when it rains, considering that the drainage holds most of the water from the city. Oftentimes the water overtops the drainage and floods nearby houses, making the roads impassable, leads to outbreak of diseases such malaria and cholera that are common in the area;

- As recommendations, We World was advised to approach the Municipality of Pemba and GREPOC in order to determine the required works with some engineers and project the costs in order to ensure a coordinated and sustainable intervention.





In Marringanha neighborhood next to ADEL Cabo Delgado, the team interacted with the neighborhood secretary and his team visited the intervention area and interacted with a cyclone victim Kenneth who had lost her home. The victim, Mrs. Miuwhele Chewa, is 49 years old and single, and a mother of 5 children who lives off her small farm and the fishery products that her son brings. with this intervention, she would benefit a lot. The communication specialist made an exhaustive interview with a view to document the before and after project changes.





VISIT TO GREPOC'S OFFICE

The team had an opportunity to visit the GREPOC office in Pemba, located in the Provincial Directorate of Public Works, Housing and Water Resources. The focus was on the need to acquire office equipment and materials, as well as improvements in space as part of UNDP's technical support, under Pillar 1 of the Recovery Mechanism, for the institutional strengthening of the Office of Reconstruction.









More pictures of the mission at the UNDP Sharepoint link here.

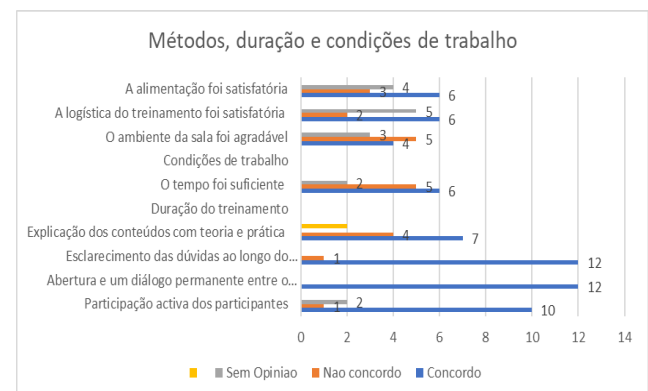
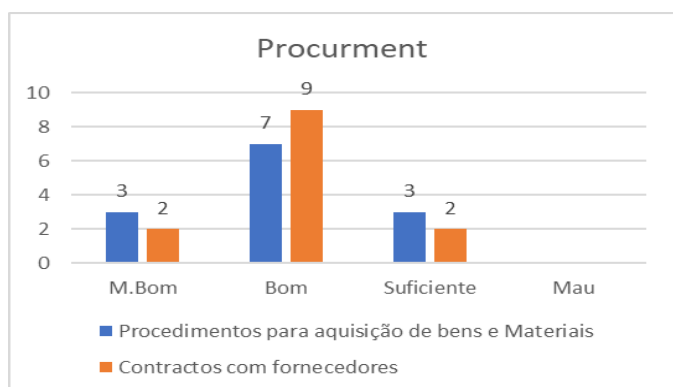
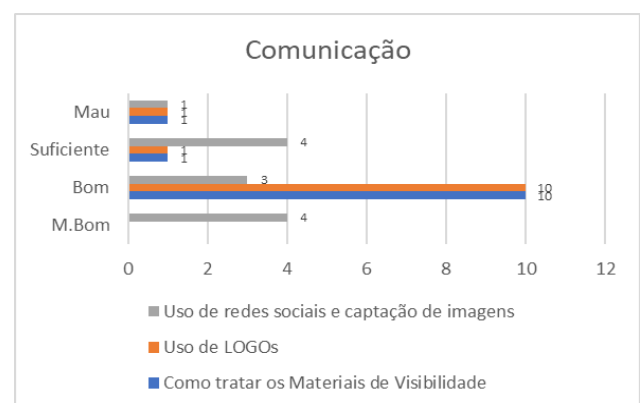
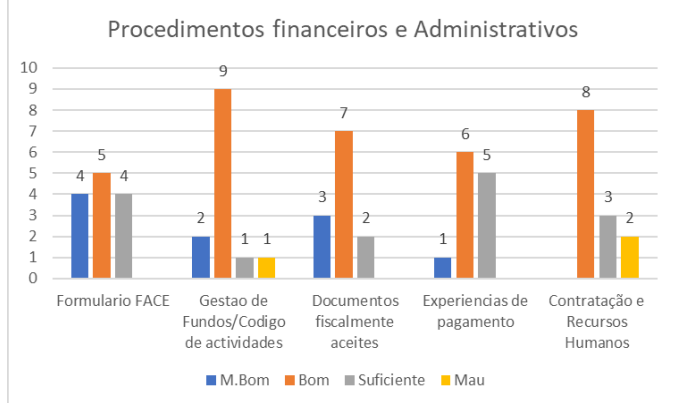
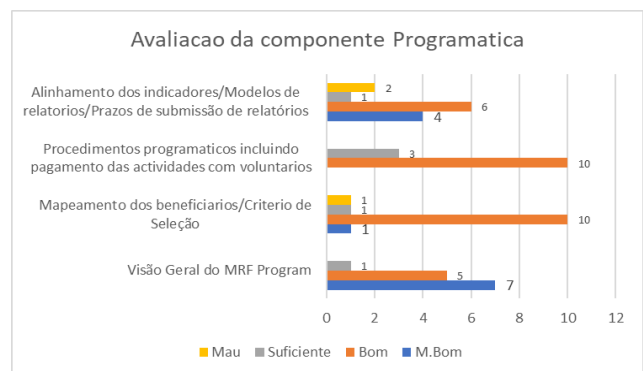
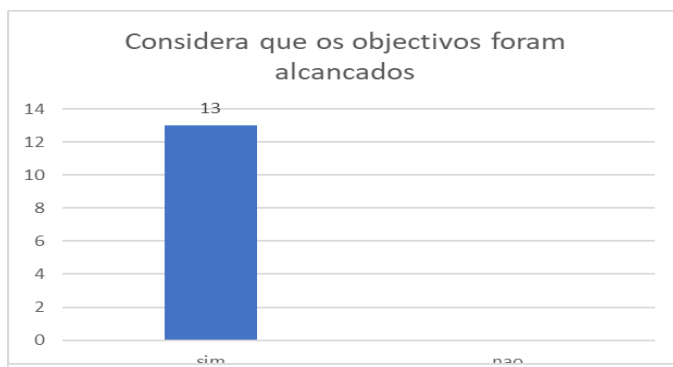
FINDINGS/RECOMMENDATIONS

After the interaction and discussion session on the functioning of the programme with the implementing agents in Cabo Delgado it was generally found that most of the initial doubts had been cleared up; the IPs showed confidence and preparedness to implement agreed plans, the government was always present and appreciated to be appraised and promised to support the programme. GREPOC was quite involved and provided a lot of support during the mission. It was recommended that:

- In relation to the selection of beneficiaries, duplication should be avoided as much as possible, both with the beneficiaries and in the areas of action; the implementers should coordinate activities, interact and avoid overlapping (e.g. a beneficiary cannot be inquired in the same inquiry by two organizations);
- Every kind of care must be taken during the movement of the amounts for the payment of the activities with the beneficiaries, especially the intensive work activity. Electronic forms of payment such as Mpesa, Mkesh or bank transfers should be explored.
- It was advised that before the intervention We World should approach the Municipality of Pemba and GREPOC in order to dimension the drainage ditch work with some engineers and project the costs in order to ensure a coordinated and sustainable intervention;

REPORT OF THE TRAINING EVALUATION WITH THE IMPLEMENTING AGENTS

At the end of the three days of orientation, an evaluation was conducted to the participants in order to gather the degree of satisfaction in relation to the training. In this evaluation, questions were asked on the materials covered in the program sessions, financial, communication and procurement; as well as the general logistical conditions of the training. As a result, 13 participants were asked anonymously, and the results are presented in the following graphs:



In summary, the graphs indicate that 13 participants were surveyed, and all 13 (%) participants consider that the training objectives were achieved; 10 (77%) consider that the programmatic contents were well to very well addressed; 9 (69%) consider that the administrative and financial contents were well to very well addressed; 10 (77%) consider that the contents of the communication component were well to well addressed; 9 (69%) consider that the contents of the Procurement were well to well addressed and 6 (46%) agreed that the time, feeding, and accreditations of the room were not to their full satisfaction.

List of contacts of Partners and entities contacted:

Name	Organization	District	Function	Contact
Eillin Reginaldo Tuzine	Fruticad	Pemba and Metuge	Comunication officer	eillin.tuzine@fruticad.com
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