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QUARTERLY NARRATIVE PROGRESS REPORT

YEAR/QUARTER: 2019/Q2

Purpose: This report aims at assessing the achievements against the planned results during the quarter 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:	00117911	
Project/UNDAP/CPD outcome:	UNDAP Outcome 2; Output 2.3 CPD Outcome 2; Output 2.3	
NST priorities:	Priority 7 "Sustainable Management of Environment and Natural Resources" under the "Economic Transformation" Pillar	
SDGs:	11 & 13	
Project start date:	01/Jan/2019	
Project end date:	30/June/2023	
Reporting period (Q/YYYY):	Q2/2019	
Project budget (USD):	TRAC (core):	USD 2,765,065
	UNDP TRAC113	USD 200,000
	Government of Rwanda (in kind):	
	Other donors:	
	Total project budget:	USD 2,965,065

Results-based Reporting

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

Results achieved and evidence (*Explain the achievements at the output level. Make sure to provide evidence, related data and how it was collected*):

Project management related activities were conducted on daily basis to ensure it is implemented with support to relevant stakeholders according to the plan.

Salaries for project team were regularly paid and communication facilitation provided.

Completed activities that contributed to the above achievements (*Explain which activities took place and how they contributed to the achievement of the output. Photos or reports can be added as annex*):

Activity 1.5: Support program personnel to manage and coordinate the program

Salaries were paid using the National payroll system to ensure adherence to national regulations.

This team delivered the following:

- 1) Manage the project bank account,
- 2) Work with MINECOFIN in project budget entry and adjustments into the IFMIS
- 3) Prepare and follow up funds request, disbursement and payment.
- 4) Serve as liaison between Meteo Rwanda and UNDP
- 5) Work with technical divisions/staff to implement the planned activities
- 6) Prepare the ToRs and follow up two tenders advertisement and evaluation
- 7) Prepare and submit reports

Activity 1.9: Support to developing and customizing Multi Hazard EWS and sharing best practice

The envisaged conference did not convene due to the delay in finalising the Climate Normals document which is under documentation. The conference was to review, provide inputs, recommendation and pre-validate this document.

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

None

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

Results achieved and evidence (*Explain the achievements at the output level. Make sure to provide evidence, related data and how it was collected*):

- 1) 71 Stakeholders and users of weather and climate information were gathered to discuss and learn how to improve weather information including warnings;
- 2) Improvement in weather forecasts through quality weather and climate data collection, management and archiving through maintenance of weather stations, replacement of old computers at upcountry weather stations and computation of climate normals to inform decision making.
- 3) Historical climate data security through data backup at National Data Centre
- 4) Weather stations spare parts will be availed for timely corrective maintenance hence preventing and reducing number of missing weather data.
- 5) Climate Normals from 1981-2010 computation and documentation continued and the final draft was shared to Management for comment

Completed activities that contributed to the above achievements (*Explain which activities took place and how they contributed to the achievement of the output. Photos or reports can be added as annex*):

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

Meteo Rwanda and MINEMA technical teams met and assessed the status of the existing infrastructure and elaborated recommendations.

Activity 3.4: Support to improve the generation of weather forecasts and dissemination

The 3 day training on Common Alerting Protocol (CAP) started on Thursday 11th July 2019, participants are staff from Meteo Rwanda, MINEMA, Red Cross and Police to ensure early warnings on severe weather events are effectively exploited.

Activity 3.5: Support the improvement of a national climate database providing accurate data and information

Climate Normals 1981-2010 were computed and finalised by Meteo Rwanda technical team. The normals help in strategizing for long term and are mostly important in research and decision making at high level.

For better communication of weather information including weather warnings hence enhancing multi-hazard early warning, Meteo Rwanda invited users of weather and climate information stakeholders and decision making in the celebration of the World Meteorological Day.

71 participants attended out of 120 invited. Support to improve the generation of weather forecasts and dissemination whereby among participants were former meteorologists who shared their experiences and provided guidance for better production and use of weather information,

The National climate data are being backed up in the National Data Centre and invoices for the service are being paid regularly. Climate data will always be needed by generations, the project supported to make sure they are safely archived in the national data centre and the service was paid on monthly basis until May 2019.

The standards obliges to maintain weather stations with regularity, during this quarter 36 Weather stations located at different locations were visited and maintained as required and are measuring quality data and transmit data in real time in the central data bank of Meteo Rwanda.

In the same spirit, 11 weather stations offices upcountry had old computers which could no longer accommodate new technical software, the project provided funds for IT staff who replaced those computers and installed current version of the technical software named "Climsoft" used in data management.

The tender for weather stations spare parts was advertised a bit late but as of now the supplier has ordered from the manufacturer and expect during the week from 15th July 2019.

The need for the System for data management which was selected during the project development was assessed not urgent. The current need is to have an organised weather data acquisition and storage from all the weather stations, Radar and satellite included, the next step is to identify the requirements for a good system for data transmission and storage and then once data are in good environment shall enable the data management system.

Activity 3.6: Support the setup of National Framework for Climate Service (NFCS) provided

The tender to hire a consultant to develop the NFCS strategic plan and action plan was advertised by UNDP and the offers did not qualify, the available budget was not sufficient compared to that requested by the bidders.

Due to insufficient budget, this activity has been postponed to next Financial Year (from July 2019 to June 2020).

Activity 3.7: Support the quality assurance capability

A ToR of the national consulting company to develop the M&E system for Meteo Rwanda has been finalized and advertised. The evaluation committee of UNDP selected Victory Technologies and the contact will start from July 2019.

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

The training on the Common Alert Protocol was not held due to the changes from the facilitators' availability who are being coordinated by the World Meteorological Organisation (WMO), but the new schedule is in July 2019;

The pre-validation of climate normals did not happen, the documentation of these normals was not ready, thus it was decided to fund the finalisation sessions, as of now Meteo Rwanda will schedule the time for the pre-validation.

Contractual staff to perform the data rescue were not recruited because the process for hiring them was through the Ministry of Labor which is underway.

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):	
1. Tenders which took more time than expected, especially the tender to hire a consultant for the NFCS which did not get qualified offer	Prepare the terms of Reference in time.
Lessons learned and/or good practices	
- To avoid any low level of performance, budget request should be processed while all the basics are ready; - Regular consultations between UNDP and Implementing Partner during project implementation brings more understanding on the project status, advisories for effective and timely delivery and helped during periodic reports preparations and approvals.	
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)	
In the advert on both tenders (development of an M&E system and consultancy on National Framework for Climate Services (NFCS), women were encouraged to compete.	

Results Framework Summary

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

Outcome / Output	Indicator	Baseline	Project target	Q1	Q2	Q3	Q4
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	% of project staff remunerated	0%	100%	99%	100%		
Output 3 Enhanced multi hazard early warning systems to enable effective preparedness, response and recovery	Percentage of disasters from extreme weather warned 24 hours before occurring	70% of disasters from extreme weather were warned 24 hours before occurring	Q1-Q3: Automation of weather forecast, data analysis, and dissemination (software for common alert protocol desk)	Common Alert Protocol postponed	Climate Normals were computed and documents to inform decision making		
	Category of weather information products generated for disaster management	5 categories of weather information products (rainfall, wind, drought, hail, lightning cover and location) generated.	Q1-Q4 : Calibrate of existing weather station network, and maintenance Purchase of software and rescue, and storage of existing data on paper	Payment of Data storage to a safe place (National Data Centre)	Continued Data backup and stations maintenance to ensure quality of data and reduce delays in data acquisition from Stations		

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Financial Summary

Quarterly financial report						Annual financial summary		
	Q2 Budget allocation (USD)	Q2 Expenditure (USD)	Balance for Q2 (US\$)	Delivery rate for Q2 (%)	Notes <i>(Explain reason if there are differences between budget and expenditure)</i>	Annual Budget allocation (USD)	Annual expenditure by end of Q4 (USD)	Delivery rate at end of Q4 (%)
Output 1	19,018.5	9,507.5	9,510.96	50%	The difference is due to the conference which was not happened and one month salary claim not yet paid			
Output 3	48,300.4	14,513.8	33,786.65	30%	Mainly two activities affected the performance: a) the tender for weather stations spare parts took long to be advertised and their shipment too. b) Long process than expected to bring on board staff who were to carry out climate data rescue.			
TOTAL	67,318.9	24,021.3	43,297.60	36%				

Next Quarter Work Plan (QWP)

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.

List of Annexes

Below are potential contents that can be annexed to the report (optional but recommended to have at least one annex).

a) Success Stories

Records of meteorological information written on papers for many years are being deteriorated, lost and those still available are hard to retrieve and use, thus need to be digitised for direct access and easy use while modelling or in research. This require people, time and budget to recover them and key entry but now through the project, 11 weather stations offices will directly capture recorded weather data of the day on site and immediately be transferred into the National data bank at Meteo Rwanda Headquarters for final quality check, analysis and use.

Before the Climate Normals were computed there was no authentic reference or basis for research in climate and climate change. Some research used unreliable information or used none representative samples. As long as these Normals are computed and after its publication, the basis will be now set and therefore every concerned people will refer to them to take informed decisions for the sustainable development of Rwanda.

b) Key studies

None

c) Other reports / documentation (e.g. field reports)

- Field report on Stations Maintenance and IT support
- Climate Normals 1981-2010 draft version

d) Photos

e) Links to articles etc.

<http://www.rw.undp.org/content/rwanda/en/home/presscenter/articles/2019/4/undp-joined-meteo-rwanda-and-rwandans-to-celebrate-world-meteoro.html>

Date: 15th July 2019

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