

UNDP UGANDA
HACT Assurance Activities
Quality Assurance Reporting Form for Implementing Partners

UNDP PROJECT: Capacity Building for Strengthening Diaspora Resource Mobilisation and Utilisation	
Date of Activity	19 July 2012
a) Ministry/District/Institution/NGO	Ministry of Foreign Affairs
b) Directorate / Department	Diaspora Services Department, Ministry of Foreign Affairs
c) HACT Implementing Ministry/District Risk Level	Low
d) Implementation Time Frame	One year
e) Total Annual Budget (UGX and USD)	USD 1,335,953
f) Cumulative Disbursement (UGX and USD)	Direct Cash Transfer – UGX 151,255,400 (Q1) Direct Payment – UGX 208,816,300 (Q1) and UGX 738,625,568 (Q2) Grand total is Shs. 1,098,697,268 (\$439,479)
g) % Disbursement (= f / e)(UGX and USD)	439,479/1,335,953 = 32.9%
h) FACE period under Review	2012 – Q1 and Q2
i) Name of UNDP Monitoring Officer(s)	Mr. Mugisha Polly A, UNDP M&E Specialist Mr. Srikirana Devara, UNDP Governance Advisor Ms. Annet Kasozi-Tiwangye, UNDP Finance Associate Ms. Olivia Nyakarungi, UNDP Programme Associate, Governance Programme

Please carry along the following:

- Agreed list of suppliers from UNDP to Government partner;
- Agreed supply distribution plan per PRODOC/MOU/AWP;
- Activities in the FACE form, previous and current
- Planned results/activities stated in the Work Plan

Table 1: Programme Management Capacity Assessment/Monitoring

Area of Concern	tick appropriate column		Remarks
	Yes✓	No	
1. Are programme staffing levels adequate and qualified for programme implementation(Cross-check with partner's profile in the PROJECT DOCUMENT)	Administration	Yes✓	MoFA, with responsible parties i.e. BoU and Investment Authority have assigned staff to manage the project. A National United Nations Volunteer (NUNV) in the capacity of the Programme Officer is to be engaged and based at MoFA to support the Project Manager in coordination of the project.
	Technical	Yes✓	
	M&E	Yes✓	
2. Is the logistical & transport capacity of the Partner appropriate for effective implementation of activities or as indicated in the PROJECT DOCUMENT?	vehicles	Yes✓	There is sufficient office space/vehicles for staff managing the project. These are staff of the above named institutions that have other office responsibilities other than the UNDP supported project.
	Existence of field office in the district	Yes✓	
	Sufficiency of office space	Yes✓	
Is this project incorporated into the ministry/district workplan/budget? (Ask to see the plan?)	Yes✓	No	Ministry of Foreign Affairs Strategic Investment Development Plan prioritizes Diaspora mobilization as a key strategies.
Programme/project meetings held at least monthly and documented? (Ask to see file of Minutes)	Yes✓	No	Project management team meets twice a month i.e. every 2 weeks
Are there specific programme management challenges?	Yes✓	No	(180 characters; state maximum main three challenges if "Yes") 1. Bureaucratic procurement processes such as the challenging of the procurement results by the bidders. The matter is before the Solicitor General, hence late start of output –Information management system. 2. One of the responsible parties (UIA) has no substantive Executive Director which led to delays in signing of contract with the procured consultant.

Table 2: Effectiveness and Efficiency of Programme Monitoring and Reporting			
Area of Concern	Tick appropriate column	Remarks/Details	
1. Monitoring/review plan available? (Ask to see the plan?)	Yes	No✓	The project management meets every 2 weeks to review and discuss implementation status
2. Monitoring tools/formats available? (Ask to see the tools and check their adequacy for capturing progress on planned results)	Yes	No✓	
3. Monitoring/reviews frequency? (Tick one. Ask to see monitoring/review reports)	(i) Monthly✓, (ii) Quarterly; (iii) Bi-annually; (iv) Annually (tick)		
4. Programme reporting frequency? (Tick one. Ask to see review/monitoring reports)	(i) Monthly; (ii) Quarterly✓; (iii) Bi-annually; (iv) Annually (tick)		

Table 3: Supplies Management (if N/A, move to table 4)						
1. Tick the list of agreed supplies. Were all received?	Yes✓	No	If any were not received, list them. 1. _____ 2. _____ 3. _____ 4. _____	Yes✓	No	
						Condition?
2. Did the partner receive the supplies in the appropriate:	Condition?	Yes✓	No	Time?	Yes✓	
					Quality?	Yes✓
Quantity?	Yes✓	No				
	3. Were supplies installed properly?	(i) Yes✓; (ii) No; (iii) N/A				
4. Were supplies installed within agreed timeframe?	(i) Yes✓; (ii) No; (iii) N/A					

				Output 1: MIS Component 1 activity planned – this activity should be reflected under DCT Face form
				Output 2: Diaspora Policy Component 3 Planned activities – all completed as of 19 July 2012 Output 2: UIDSS Component 2 planned activities – all completed as of 19 July 2012 Output 2: Foreign Policy component 3 planned activities – all completed as of 19 July 2012 Output 3: UIA Component Planned activity was not part of the approved AWP and although RP requested UNDP didn't approve the activity. Output 3: Bou Component 2 activities planned – none completed as of 19 July 2012
a) Total number of activities		DCT – 16 DP - 17		Please list the following activities as they are in face form: Postponed: Q2 planned activities under Bou component postponed to Q3 due to delay in procurement of consultants Cancelled : none
b) Number Completed		DCT – 5 DP - 14		
c) Number still On-going		DCT – 10 DP – 3		
d) Number Postponed		DP - 2		
e) Number Cancelled		None		

Table 4.1: Summary Table: Detailed description of status on the achievement of each planned outputs

Output: planned under the FACE form review period;	Status of implementation (in relation to the indicators)
Output 1: MoFA information and management systems for greater coordination and strategic partnerships with Diaspora developed and strengthened	At the time of the field visit, Output one had not been implemented at all. Procurement of the consultant was finalized but pending clearance from Solicitor General.
Output 2: Diaspora paper and policy institutional arrangements for diaspora developed	<ul style="list-style-type: none"> • A Consultant is on-board to assist in the development of the National Diaspora Policy • Study visits on best practices to select countries of China, Netherlands, Kenya, Cameroon were done and participants acquired knowledge for replication • An Institutional arrangement study for the National Institute for Diplomacy and strategic studies is on-going as scheduled • 20% i.e 3 out of 15 activities under the development of the national Diaspora policy have been implemented.

Output 2: Foreign Policy Review	<ul style="list-style-type: none"> Resource persons for the review contracted and work is on schedule Study and best practice visits all completed as of 19 July 2012
<p>impairments and remittances enhanced and opportunities identified for national development</p>	<p>been implemented. Only committee meetings have been set up; and sector specialists have been hired to write sector profiles. However due to internal management issues within UJA, although all the process of procurement was finalized – signing of the contracts was not finalized.</p> <ul style="list-style-type: none"> UJA never received funds in the 2nd quarter as they still had balances of the 1st quarter. They still had Shs. 945, 660 by the time of this monitoring visit. As for undertaking feasibility study for establishing International Diaspora bonds, only a technical team was set-up that developed the TORs

Please sample from Tables 3& 4 above at least 2 project sites and conduct interviews with direct beneficiaries of the project. Efforts should be made to select sites where supplies have been delivered to end-users; equipment installed; services or technical support provided (training; mentoring or social mobilization)

Table 5: End User Feedback: Site 1 MoFA

Site 1						
1. End-user location/site	Sub-county:	Name of End User: Staff of MoFA		Geographical Coordinates:		
2. Name of Activity: (i) Focus Group Discussion: <i>Institution</i> ; (ii) Focus Group Discussion: <i>Community</i> ; (iii) Interview: <i>Individual</i> ✓ (iv) Interview: <i>Household</i> ; (v) Observation: <i>Equipment</i> ; (vi) Observation: <i>Services</i> ✓	Site 1:					
	3. Specify what is being monitored	a) Supplies	Yes	No	<i>Specify:</i>	
		b) Equipment installed	Yes ✓	No	<i>Specify:</i> The following were the office equipments: 4 glass cabinets, 3 glass cabinets, 2 computer monitors, 2 UPS, 1 printer, 1 desk telephone, 1 laptop, 1 camcorder, 1 digital camera, 2 extension cables.	
		c) Services	Yes ✓	No	<i>Specify:</i> Procurement of consultants/Air tickets/travel arrangements	
		d) Technical support provided	Yes	No	<i>Specify:</i>	
e) Capacity building provided		Yes	No	<i>Specify:</i>		
4. Quality of supply or the work done:	Rating Scale		N/A	If "poor" or "not as planned" explain in 160 characters each		

Table 5: End User Feedback: Site 1, MoFA

I/IN/DP							
assessment, select one –good, average or poor)	a) Functionality:	Good ✓	Average	Poor	N/A		
	b) Appropriateness:	Good ✓	Average	Poor	N/A		
	c) Quantity:	As planned ✓	More than planned	Less than planned	N/A		
	d) Usefulness:	Good ✓	Average	Poor	N/A		
5. Quality of supply or the work done: (Beneficiary assessment, select one –good, average or poor)	a) Functionality:	Good ✓	Average	Poor	N/A		
	b) Appropriateness:	Good ✓	Average	Poor	N/A		
	c) Quantity:	As planned ✓	More than planned	Less than planned	N/A		
	d) Usefulness:	Good ✓	Average	Poor	N/A		
6. Beneficiary Satisfaction with the services/supplies (capture quotes, pictures, etc., on a separate sheet if necessary)	a) High ✓	Remarks if below average ("3" or "4"; 160 characters)					
	b) Average						
	c) Low						
	d) None						

Table 5: End User Feedback: Site 2 Bank of Uganda

1. End-user location/site		Sub-county:	Name of End User:	Geographical Coordinates:
2. Name of Activity: (i) Focus Group Discussion: Institution; (ii) Focus Group Discussion: Community; (iii) Interview: Individual ✓ (iv); Interview: Household, (v) Observation: Equipment; (vi) Observation: Services.				
Site 2:				

Table 6: Implementation Challenges and Opportunities

Areas of Concerns		If yes, specify-state the risks encountered	If yes, describe action taken or proposed (100 characters)
1. Have there been unexpected changes in planned activities?	Yes <input checked="" type="checkbox"/>	No Substantive procurement processes such as the challenging of the procurement results by the bidders. The matter is before the Solicitor General, hence late start of planned activities – Information management system. Some activities have had to be rephrased.	Some activities under the information management system output have had to be rephrased to next year
2. Have there been major setbacks in activity implementation?	Yes <input checked="" type="checkbox"/>	No Delayed activity implementation due to procurement delays as well as absence of some institutional structures such as the no executive Director of UIA to sanction some activities.	<ul style="list-style-type: none"> IP proposes to use restrictive bidding process to quicken the process as Items can be in a restrictive category UIA board was called to sit on 26th July 2012 to address some Institutional issues.
3. Did anticipated risks and assumptions described in the PROJECT DOCUMENT occur?	Yes	No	
4. Any emerging opportunities that could enhance achievement of programme results?	Yes <input checked="" type="checkbox"/>	No	<ul style="list-style-type: none"> Project Board approved the recruitment and UNDP to initiate the process

5. Partners' evaluation of UNDP's support – please score as follows: (1: Very Poor; 2: Poor; 3: Average; 4: Good; 5: Very Good.

	Technical	Financial	Supplies	Score	Explain in 100 characters maximum - for scores that are "1" or "2"
				4	
				4	
				5	

Table 7: OVERALLKEY RECOMMENDATIONS

Are the following areas of concern satisfactory?	Yes	No <input checked="" type="checkbox"/>	Recommendations/Actions (maximum 2; include capacity development needs, where applicable, 160 characters each)	Person Responsible	By When
1. Programme management	Yes	No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Implementation of the procurement plan should begin in the 1st quarter to have enough time to go through all the bureaucracy. The UNDP ATLAS system that harmonizes programme and operations aspects of the UNDP business processes is to be piloted at MoFA as one of the strategies to further strengthen project management. IP and UNDP focal officer need to realistically rephrase some activities that may not be implemented this year. Such include activities under output one. 	IP/RP focal persons	

2. <i>Efficiency and Effectiveness of</i>	Vac		<ul style="list-style-type: none"> IP would need to develop internal monitoring tools for review of progress 	IP/RP focal persons	
3. Monitoring and Reporting			<ul style="list-style-type: none"> Ensure project accountabilities and reporting are submitted by the 2nd week after end of each quarter 	IP/RP focal persons	
3. Implementation progress	Yes	No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Need to speed-up project implementation as most activities are behind schedule 		
4. Supply management	Yes <input checked="" type="checkbox"/>	No	<ul style="list-style-type: none"> 		
5. End user feedback	Yes <input checked="" type="checkbox"/>	No	<ul style="list-style-type: none"> 		
6. Others: Specify	Yes	No			

Table 8: Proposed Actions for UNDP (To be completed by Reporting Officers)

ACTION	Yes/No	Remarks
1. Review of Funding Modality (DCT, Reimbursement or Direct Payment)	No	Some of the activities – especially procurement under MIS component might have to be reexamined to be undertaken by UNDP.
2. Review Intensity of Assurance Activities	Yes	Some components of the project to be shifted to 2013 owing to the time left for implementation. It is recommended that Q3 work plans reflect these changes.
3. Review of Risk Rating	No	

1. UNDP Reporting Officer (s)

a) Name: Mugisha Polly A

Post Title: M&E Specialist

Signature: 

b) Name: Srikiran Devara

Post Title: Governance Advisor

Signature: 

c) Name: Ms. Olivia Nyakarungi

Post Title: UNDP Programme Associate, Governance Programme

Signature: 

d) Name: Ms. Annet Kasozi-Tiwangye

Post Title: Finance Associate, Finance Unit

Signature: 

Date: 28 July 2012

2. Implementing Partner Representative

a) Name: Job Elogu

Post Title: Head, Diaspora Services Department

Signature: 

Date: 03 August 2012