



SECOND MONITORING REPORT OF BURUNDI SOUTH-SOUTH COOPERATION GRANT

Implementing Entity: Centre de Suivi Ecologique

Country: Burundi

Adaptation Fund Grant I.D:

Grant Type: South-South Cooperation Grant & Readiness Package

Grant Description: Project to support National Implementing Entity Accreditation through the Readiness Support Package

Support Activity Provided/Received	Expected Outputs	Progress (include completion Date "month & year")	Comments/Explanation (also explain any deviation from initial plan)
1. Technical assistance for developing a grievance and redress mechanism	Grievance and redress mechanism in place	Completed (June 2020)	A mission of the fiduciary specialist was organized on January 2020 to launch <u>the second part</u> of this activity and start the development of documents (Audit and ethics committee's charters and Code of ethics). These documents are validated on June 2020 during an internal technical workshop.
2. Develop a transparency policy	Technical assistance for developing a transparency policy and including procedures on conflict of interest and whistleblower protection	Completed (June 2020)	An anti-fraud and corruption policy is developed and validated on June 2020 during a technical workshop. This document take into account procedures related on the management of conflicts of interest and whistleblower protection.

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3. Update the internal procedures manual of the institutions (Administrative and Financial Procedures Manual and Internal Audit Manual) taking into account the requirements of the Adaptation Fund	Internal procedures manual updated	Achieved (June 2020)	Administrative and Financial Procedures Manual and Internal Audit charter are developed through a participatory process and taking into account the specificity of the institution. These are validated by OBPE's experts during a technical workshop on June 2020.
4. Technical assistance for developing an ESS policy	ESS policy	Completed (30 April 2020)	<p>A mission has been undertaken in November 2019 with CSE and the governance specialist in order to collect information, documents, and procedures on the environmental and social safeguards and national laws.</p> <p>An ESS policy was developed by the governance expert, this policy is aligned with national laws and international standards related to the environmental and social safeguards.</p> <p>Also, a grievance mechanism was developed to deal with complaints related to environmental and social impacts of projects and programs implemented by OBPE.</p> <p>Both documents are validated during the technical workshop held from 23 to 25 April 2020.</p>
5. Technical assistance to develop a gender policy	Gender policy		A mission has been undertaken in November 2019 with CSE and the governance specialist in order to collect information, documents, and procedures on the gender national laws or strategies.

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			<p>A gender policy was developed aligned with international gender standards including AF gender policy and national strategy.</p> <p>This document was validated during the technical workshop held from 23 to 25 April 2020.</p>
<p>6. Technical assistance for developing a project cycle management guide (integrating procedures for project identification, appraisal, development, implementation, closure and evaluation)</p>	<p>Project cycle management guide</p>		<p>A mission has been undertaken in November 2019 with CSE and the governance specialist in order to collect information, documents, and procedures on the project lifecycle. During the mission, the members of OBPE's task force have been trained on project lifecycle and project management.</p> <p>A manual of project cycle management integrating procedures for project identification, appraisal, development, implementation, closure and evaluation was developed.</p> <p>This document was validated during the technical workshop held from 23 to 25 April 2020.</p>
<p>7. Technical assistance for developing an Monitoring and Evaluation guide</p>	<p>Monitoring and Evaluation guide</p>		<p>After the mission organized on November 2019 with CSE and the governance specialist in order to collect information, documents, and procedures on the monitoring and evaluation activities during project implementation and after its implementation.</p> <p>A Monitoring and evaluation manual was developed and reviewed by OBPE's experts.</p>

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			This document was validated during the technical workshop held from 23 to 25 April 2022.
8.Board meeting (for validating the new procedures)	Meeting minutes	Completed (12 to 13 May 2020)	The OBPE's Board meeting is organized in 12 to 13 May 2020 to approve and notice for implementation.
9. Restitution validation workshops (of all new policies and procedures developed)	Workshops reports	Completed for the two validation workshops (25 April 2020 and 12 & 13 May 2020)	<p>A first validation workshop is organized from 23 to 25 April 2020 to validate the documents prepared by the governance expert. It includes:</p> <ul style="list-style-type: none"> • Project Management cycle manual; • M&E manual; • Environmental and social policy; • Gender Policy; • Grievance Mechanism manual <p>A second workshop for the validation of fiduciary documents is organized on 12 and 13 May 2020.</p>
10. Translation of supporting documents	Supporting documents available in English	Completed	The translation of documents has been completed on June 2020.
11. Travel	Mission report	Completed	Two missions are organized in Bujumbura the first on November 2019 to launch the preparation of operational manuals and procedures (M&E, ESS, Gender, project management cycle manual etc.) and the second on January 2020 to start the elaboration of fiduciary documents (administrative and financial manual, audit

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			committee and internal charters, Code of ethics , anti-fraud policy etc.).
12. Audits	Audit report	Not yet completed	The audit will be conducted once all of the activities mentioned in the proposal have been carried out.
Specific informations	<p>Following the designation of the new institution, CSE at first wanted to ensure the eligibility of PPOs. To do so, a distance work was done even before the first mission to Bujumbura. It was about collecting all the documents available to the institution and to make gap analysis. The results of the analysis made it possible to confirm the outputs of the service providers. Then, CSE carried out a first mission to Bujumbura in November 2019 to present the Adaptation Fund, the role of an NIE and the accreditation process. The Task Force has been set up and the CSE also presented the results of the documents collecting. It also updated the roadmap by setting new deadlines for the remaining documents to be collected and for those to be produced by the governance firm.</p> <p>Some documents were missing and have been developed by the consultants and some others have been provided within the first semester of 2020. The translation of produced documents has been undertaken and finalized.</p> <p>An important part of the relevant documents have been collected and uploaded in the application. Some documents still need to be collected and the comments on the system have to be finalized before official submission.</p>		
Specific issues	<p>The main issue is that some document mentioned in the accreditation form such as the AML/CFT policy was not initially identified. CSE has negotiate with the fiduciary specialist to ensure that the policy could be developed along with the anti-fraud policy.</p> <p>Due to the covid-19, the submission of the online accreditation through the OAS platform is scheduled on August 2020 to complete the review, elaboration and translation of documents mentioned in the Readiness Package proposal.</p>		

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	For new produced as part of this support, it must observe a period of 6 months to one year to allow the entity to implement them and have track records.		

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