



**MONITORING 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	Ongoing	A mission is plan with the fiduciary specialist on January 2020 to start the development of the second part of documents and the stepping up of audit and ethics committees
2. Develop a transparency policy	Technical assistance for developing a transparency policy and including procedures on conflict of interest and whistleblower protection	Not yet completed	A mission is plan with the fiduciary specialist on January 2020 to start the development of the second part of documents. Those documents include the development of a transparency policy.

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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	Not yet completed	A mission is plan with the fiduciary specialist on January 2020 to start the development of the second part of documents. Those documents include the update of the administrative and financial procedures manual and the development of the internal audit manual since the internal audit function has been created recently at OBPE (September 2019).
4. Technical assistance for developing an ESS policy	ESS policy	On-going	<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>The mission allowed to collect documents relate to the Law of environmental Code and permitted to the consultant to have a better understanding of the environmental and social procedures when it comes to project development and implementation particularly on the environmental and social impact assessment and the implementation of the environmental and social management plan. The governance expert will provide a first draft of an environmental and social policy for OBPE in 31 January 2020.</p> <p>On the other hand, OBPE has explained how for some specific projects a grievance mechanism is developed in order to manage the complaints from the population or any other stakeholder when the complaint is linked to the project. The specialist is going to provide the first draft of the grievance mechanism document in February 2020 by taking into account all the documents and information provided by OBPE.</p>

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5. Technical assistance to develop a gender policy	Gender policy		<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 gender national laws or strategies. OBPE has shown its commitment to integrate gender into its activities by creating a gender unit which activities are based on the national Gender strategy that is implemented within all ministries.</p> <p>Documents collected will provide to the consultant all the needed information to develop a specific gender policy for OBPE, which will be available on 31 January 2020.</p>
6. Technical assistance for developing a project cycle management guide (integrating procedures for project identification, appraisal, development, implementation, closure and evaluation)	Project cycle management guide		<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. OBPE has provided all the steps that are followed to identify, develop and implement a project from its previous experiences. Those informations provided have been useful for the development of the Project lifecycle management manual. The consultant has sent the first draft on 30 November 2019.</p> <p>During the mission, the members of OBPE's task force have been trained on project lifecycle and project management.</p>
7. Technical assistance for developing a Monitoring and Evaluation guide	Monitoring and Evaluation guide		<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 monitoring and evaluation activities during project implementation and after its implementation. OBPE has provided all the steps that are followed when monitoring a project and what kind of evaluations is undertaken during</p>

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			and after the project implementation. OBPE also provided examples to ensure a better understanding of what is implemented and what are the main gaps.  Those informations provided will be useful for the development of the first draft of the monitoring and evaluation manual that will be available on 31 December 2019.
8. Restitution validation workshops (of all new policies and procedures developed)	Workshops reports	Not yet completed	A validation workshop will be organized once all the documents are developed and validated by OBPE.
9. Translation of supporting documents	Supporting documents available in English	Not yet completed	The translation of documents will be made when all documents are validated.
10. Travel	Mission report	On going	The first mission report will be sent.
11. 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 information	<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 are missing and will be developed by the consultants and some others will be provided within the first quarter of 2020.</p>		
Specific issues	The main issue is that some document mentioned in the accreditation form such as the anti-laundry policy was not initially identified. CSE has to negotiate with the fiduciary specialist to ensure that policy can be developed along with the anti-fraud policy.		

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