**REPUBLIC OF RWANDA**



**MINISTRY OF INFRASTRUCTURE**

**B.P 24 KIGALI**

**Water and Sanitation**

**Sector Working Group Secretariat**

**Quarterly Report**

**(September – December 2014)**

January, 2015

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**ACRONYMS**

**WATASAN :** Water and Sanitation

**SWG :** Sector Working Group

**NGO :** Non-Government Organization

**MINITRACO** : Name of Bank Account open in the National Bank of Rwanda

**M&E**  : Monitoring and Evaluation

**JICA**  : Japan International Cooperation Agency

**UNICEF** : United Nations for Children Fund

**SDC**  : Swiss Development Cooperation

**MININFRA** : Ministry of Infrastructure

**MINECOFIN** : Ministry of Finance and Economic Planning

**MOU** : Memorandum of Understanding

**WASAC** : Water and Sanitation Corporation

**FEPEA** : Forum des Operateurs Prives dans le domaine de l’eau et assainissement au Rwanda

**EOI** : Expression Of Interest

**RFP** : Request For Proposal

**ToR** : Terms of Reference

1. **INTRODUCTION**

The Water and Sanitation Sector Working Group Secretariat was born from the observation that WATSAN sector relatively gives more attention to water supply than to its combination with sanitation that could have yield a very significant impact. The development of the WATSAN Secretariat is indispensable for both channelling the actions and establishing an environment for the promotion of best practice in the WATSAN sector and to be open to new initiatives and innovations.

The WATSAN Secretariat reports to the Ministry responsible for water supply and sanitation (host Ministry of Infrastructure) and the WATSAN Sector Working Group (SWG) meeting on its progress. The Secretariat consists of a Coordinator but it is expected that a Monitoring & Evaluation Expert and a Research & Policy Expert will be hired in the second quarter of the 2014/15 financial year.

The SWG is composed of the Ministry responsible for water supply and sanitation, and affiliated agencies, representatives of sector donors, NGOs (international and national), district representatives, private sector representatives, the civil society, WATSAN media network and resource persons. The SWG also benefits from the participation of other Ministries whose mandates are directly or indirectly related to water, sanitation and/or hygiene namely the Ministry of Natural Resources, the Ministry of Health, Ministry of Local Government, the Ministry of Finance and the Ministry of Education. The Ministry responsible for water supply and sanitation is the Chair of the SWG and host of the WATSAN Secretariat while Japan International Cooperation Agency (JICA) Chief Representative is the Co-Chair.

## 1.1 WATSAN Secretariat Objectives

### *1.1.1 Main objective*

Contribute to raising the WATSAN coverage to 100% by 2017/18 and improving the sustainability of WATSAN facilities.

### *1.1.2 Specific objective*

* Ensure consistent integration of the water and sanitation;
* Develop a collective approach involving all partners at all levels - national and international - to achieve the objectives of the Secretariat;
* Provide a platform for knowledge transfer and exchange of best practices;
* Support the decentralisation policy and devolution of power in force in Rwanda by aligning its sub-committees to the existing decentralised administrative structures;
* Become a catalyst and an action accelerator to support efforts to scale up water, sanitation and hygiene for the national development objectives;
* Position itself as a think-tank for research on WATSAN technical approaches and promote innovation and replication where appropriate;
* Advocate for the role of water, sanitation and hygiene in poverty reduction;
* Ensure that it works through its members and focus on issues of poverty, vulnerability and gender in all its activities;
* Ensure an effective flow of information among its members within the WATSAN sector.

## 1.2 Key Responsibilities

### 1.2.1 Strategic Management

* Developing and maintaining relationships internally between SWG members and externally with relevant actors;
* Strategic management of the Strategy identifying opportunities for increasing impact of the SWG approach, influencing sectorial actors based on evidence and identifying funding sources to fund the strategy;
* Representation and communication of SWG programme initiatives to relevant stakeholders and monitoring the impact of the strategy;
* Coordination, monitoring, review and sharing lessons learnt from the activities of members to support the achievement of outcomes;
* Coordinating advocacy initiatives and innovations derived from learning and research according to the advocacy and communication strategy of the SWG.

### 1.2.2 Management of the Secretariat

The Coordinator manages all staff employed to this secretariat for the purpose of implementing the strategy of the Sector Working Group in collaboration with members. This is done through ensuring the following:

* Management, supervision and support of the Secretariat to ensure the team fulfil its responsibilities;
* Providing secretariat support to the SWG;
* Reporting and making presentations to the SWG activities and on opportunities to increase the added value of the SWG approach;
* Ensuring effective communication and information sharing between members of the SWG, other relevant actors and stakeholders according to the strategy of the SWG;
* Development of proposals, activity plans, reports and other relevant SWG Programme documents for SWG members that meet the requirements of external funding agencies funding the SWG Programme;
* Attendance at appropriate coordination for, representing the SWG at such meetings and reporting back to the relevant SWG groups on the outcomes of such meetings;
* In consultation with relevant technical SWG member staff ensure that monitoring and evaluation (M&E) tools established during the SWG preparatory phase are applied consistently by SWG members; that there is effective M&E of all SWG Programme activities, and that M&E reports are regularly sent to SWG members and relevant external funding agencies as appropriate;
* Make recommendations to the SWG for changes to procedures, systems and processes providing adequate justification to allow a decision to be made;
* Conduct regular programme visits to SWG members ensure thorough understanding of all aspects of programmes SWG members to ensure accurate representation of the WASH working groups;
* Undertake other appropriate duties requested by the SWG Chair or his/her designate.

### 1.2.3 Finance and Donor Compliance

Support the host Ministry Accountant to assure the following finance and grant compliance activities:

* Be responsible for overall financial management of the Secretariat including cash management, budget preparation and monitoring;
* Ensure that donor compliance is adhered to within the SWG Secretariat and SWG members.
* Ensure development and implementation of work and expenditure plans and ensure that programmes are implemented within agreed and approved budgets through undertaking regular budget monitoring of expenditure against budget;
* Ensure that internal and donor financial reports are submitted in a timely manner and up to high quality standard;
* Support the host Ministry Internal Auditor and external funding agency(ies) auditors in conducting audits of the Secretariat and SWG members;
* Ensure implementation of recommendations from the Due Diligence assessments and continuous monitoring to ensure controls are in place.

### 1.2.4 Monitoring & Evaluation (M&E)

Support the coordination of monitoring and evaluation of the SWG Programme:

* Ensure adherence to monitoring and evaluation guidelines, frameworks and indicators for the SWG Programme and provide technical support to embed M&E and accountability;
* In coordination with SWG members, ensure and enhance primary stakeholder ownership of the programme via community participation and consultation and use of participatory approaches in M&E;
* Organise and facilitate meetings with SWG members on progress, learning from SWG programming and innovations, analysing challenges and developing solutions to develop learning points in order to share learning and contribute to the development of best practice;
* Communicate widely within the SWG and externally best practice developed through implementation, based on evidence.

### 1.2.5 Advocacy, Communications and Visibility

The Coordinator is responsible for coordinating advocacy, communication and visibility activities of the SWG Programme including:

* Maintenance of the SWG website;
* Production of briefing papers, press releases and other publications which are approved by the SWG Ex-com for wider dissemination to influence practice and policy in the sector and promote the work of the SWG;
* Ensuring that high quality translations of documents are produced where required;
* Ensuring that documents produced for external advocacy, communication and visibility purposes are approved by individual agencies and the SWG prior to dissemination;
* Ensuring that the SWG brand and identity is clearly identified on all documents for public consumption.

### 1.2.6 Accountability

The Coordinator is responsible for coordinating and documenting accountability activities agreed by SWG members and tracking progress against a SWG accountability framework.

### 1.2.7 Training and Capacity building

* Identification of training needs of staff recruited to support the Secretariat;
* In consultation with SWG members, identification of the training needs of the Secretariat staff;
* Planning and where appropriate the provision of interventions to meet the identified training needs.
1. **QUARTERLY ACHIEVEMENTS (SEPTEMBER – DECEMBER 2014)**

## 2.1 Recruitment of the WATSAN Secretariat Coordinator

On September 1st, 2014 a consulting services contract agreement on WATSAN Secretariat Coordinator was signed between JICA Rwanda Office represented by Mr. Takahiro MORIYA and Mr. Jean d’Amour Gatera, the Consultant. He contract is one year renewable, starting 1st September 2014-31st August 2015.

From that very day of 1st September 2014, the Consultant provided the consulting services stipulated in the annex 1 of the above mentioned contract being based at MININFRA under direct supervision of the Permanent Secretary.

With the purpose of ever better fulfilling the tasks for the WATSAN Secretariat, the consultant has identified key areas for technical improvement and/or support, which could strongly translate into concrete improvements for the secretariat operations/work plan and the water and sanitation sector by extension.

### 2.2 September 2014 Achievements

Within one month, the consultant managed to follow through the memorandum of understanding on coordinated approach across the sector. The MoU has been signed by JICA (on behalf of development partners), MININFRA and MINECOFIN on behalf of Government of Rwanda. Other development partners are willing to join the MoU. eg. European Union, Swiss Development Cooperation.

In the same context, the Ministry of Finance and Economic Planning has given green right to open a dedicated account for WATSAN SWG Secretariat. The first remittance has been deposited to the bank account.

The Consultant provided support to the preparations of the sector event. Eg. Global Hand Washing day. The consultant prepared the working documents and presentations for the quarterly sector working group. The Consultant mobilized additional resources to fund the Secretariat activities. The European Union and Swiss Development Cooperation committed to support the secretariat.

The Consultant successfully coordinated the organization and preparations of the quarterly Sector Working Group meeting which was held on 30th September 2014. The Minister of State in charge of Energy and Water chaired the meeting and introduced the Coordinator to the sector stakeholders. The consultant provided secretariat support to the sector working group meeting. The SWG meeting recognized the role of the Coordinator and acknowledged that the sector is now more coordinated than before.

###  REPORTING ITEMS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities  | Outputs  | Topics  | Analysis of the Sector | Comments | Remaining issues for follow up in October  |
| To work on the MoU regulating coordinated approach  | MoU signed  | Coordinated approach | The MoU is clear enough to guide the coordinated approach across the sector  |  | Other partners to join the MoU |
| To follow up on the opening of WATSAN Secretariat account  | Written authorization from MINECOFIN  | Bank account  | The bank account will be beneficial to the secretariat as stakeholders will use it to fund secretariat activities  | Some DPs prefer to fund the activities rather than depositing money  | The Bank account will be ready in a week |
| To prepare sector working group meeting  | Successful meeting  |  | The meeting was successful : highly attended, documents sent on time, time respected, fruitful discussions,  | Successful meeting  | Another meeting on JSR to be organized in October 2014 |
| To prepare the Presentations for SWG meeting  | Presentations and working documents  | WATSAN Work Plan  | Annual Work Plan broke down into 3 phases: Short term, Medium term, long-term activities  | Implementation has started  | Additional staff need to be recruited very soon |
| To prepare SWG Thematic Group documents  | Working documents  | Thematic groups  | Thematic groups will help to streamline the coordination across the sector  | People selected their preferred thematic group  |  |
| Visiting WATSAN projects and key stakeholders  | Familiarization of the sector and partners  | Stakeholders and project visits  | There is a need for MIS to monitor sector projects |  | There is a need to visit all key sector stakeholders  |
| Resource mobilization  | Additional funds committed  | SDC committed to support the Secretariat  | There is hope that the budget gap will be filled  | There is a need to look for/attract/mobilize other DPs within the sector  | Secretariat budget gap,Communications and transport for the Coordinator.  |

### 2.3 October 2014 Achievements

For the second consecutive month (October 2014), the consultant achieved 4 key milestones:

* **WATSAN Secretariat Bank Account** was opened in the books of the National Bank of Rwanda. The Account number is **1000027126.** Theconsultant made a follow up to recover the money that was transferred by Water for People. In fact, Water for People transferred the amount of 12, 889,800RwF to MINITRACO bank account (**1000006878**). The operation was done on September, 30th 2014. The Consultant requested the PS MININFRA that the same amount of money be transferred to the WATSAN Secretariat account number **1000027126** opened in the books of the National Bank of Rwanda. MININFRA is waiting for October Bank statement to effect the request.
* **The Memorandum of Understanding for Coordinated Approach (MoU)** has been signed by JICA (on behalf of development partners), MININFRA and MINECOFIN on behalf of Government of Rwanda. Other development partners are willing to join the MoU. eg. European Union, Swiss Development Cooperation. Swiss Development Cooperation (SDC) expressed the interest of joining the MoU. Ms. Katharina Jenny signed the annex of the MoU and suggested an addendum to the MoU related to the financial reporting framework. The Consultant is working with SDC to finalize the addendum and sign it before SDC disburses the money equivalent to 150,000 USD.
* **WATSAN Joint Review Report (JSR):** The Consultantcoordinated the exercise of drafting the Backward Looking Joint Sector Review working with concerned technicians from WASAC Limited, JICA Rwanda Office, MININFRA, UNICEF, MINECOFIN and other Development Partners. The draft report was presented to the Sector Working Group on October, 30th 2014. The Consultant is currently working with concerned people to fine-tune the report and submit it to the Ministry of Finance and Economic Planning (MINECOFIN).
* **WATSAN Sector working Group:** The Consultant successfully coordinated the preparations of the Sector Working Group meeting which was held on October, 30th 2014. The Consultant worked with all presenters to fine tune their presentations and reports. The Consultant supported FEPEAR Secretary General to prepare the presentation. The consultant made a presentation on the Sector Performance Reporting framework during Sector Working Group meeting.

The Consultant coordinated the activities related to the review of the National Policy on Water Supply and Sanitation services. The Consultant drafted the concept note and worked with UNICEF and MININFRA. The roadmap has been approved by SWG meeting and MININFRA leadership. The Consultant worked with Procurement unit to publish the expression of interest in the international newspapers.

* The Consultant also prepared all working documents and presentations for the sector working group.
* The Consultant mobilized additional resources to fund the Secretariat activities. The European Union, USAID and Swiss Development Cooperation reiterated their commitment to support the secretariat activities.

### 2.3.1 REPORTING ITEMS

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| --- | --- | --- | --- | --- | --- |
| **Activities**  | **Outputs**  | **Topics**  | **Analysis of the Sector** | **Comments** | **Remaining issues for follow up in October**  |
| To work on the MoU regulating coordinated approach  | MoU annex signed by Swiss Development Cooperation  | Coordinated approach | The MoU is clear enough to guide the coordinated approach across the sector. There is a need to work on the addendum specifying the financial reporting framework.  | The addendum is overdue.  | Other partners to join the MoU |
| To follow up on the opening of WATSAN Secretariat account  | Bank Account opened in the books of the National Bank of Rwanda  | Bank account ready  | The bank account will be beneficial to the secretariat as stakeholders will use it to fund secretariat activities  | Some DPs prefer to fund the activities rather than depositing money  | The Bank account will be ready in a week |
| To prepare sector working group meeting  | Successful meeting held on October, 30th 2014.  | Backward Looking Joint Sector Review  | The meeting was successful : highly attended, documents sent on time, time respected, fruitful discussions,  | Successful meeting  | Another meeting on JSR to be organized in October 2014 |
| To prepare the Presentations for SWG meeting  | Presentations and working documents  | Water and Sanitation Sector Performance Framework  | Development Partners do not report on their activities. It is very difficult to get accurate data and reliable information. The matrix “ 4 W” and Sector Performance Reporting template sent to all DPs should be filled and sent back to the Secretariat.  | Implementation has started  | Additional staff needs to be recruited very soon. At least M&E expert who will deal with Sector reporting  |
| To prepare SWG Thematic Group documents  | All working documents well prepared  | Thematic groups  | Thematic groups will help to streamline the coordination across the sector. It is expected that the first thematic group meeting will be convened in November 2014.  | People selected their preferred thematic group. The first meeting to be held in November 2014. | The recommendations from Thematic Group meetings will be shared during Sector Working Group meeting scheduled in March 2015.  |
| Visiting WATSAN projects and key stakeholders  | Familiarization of the sector and partners  | Stakeholders and project visits  | There is a need for MIS to monitor sector projects |  | There is a need to visit all key sector stakeholders  |
| Resource mobilization  | Additional funds committed  | SDC committed to support the Secretariat activities. There is a plan to pay a courtesy call to SDC office to finalize the addendum and the way forward.  | There is still hope that the budget gap will be filled. | There is a need to look for/attract/mobilize other DPs within the sector  | Secretariat budget gap,Communications and transport for the Coordinator. There is a need to have MIS for the Secretariat and have at least the M&E expert recruited before end of December 2014.  |

### 2.4 November 2014 Achievements

For the third consecutive month (November 2014), the consultant achieved 3 key milestones:

1. **Review of the Water Supply and Sanitation Services National Policy**: The coordinator did follow up for the review of the National Policy for Water Supply and Sanitation Services. The Expression Of Interest (EoI) public announcement has been published in the local newspaper (New times) and international (Nation Media from Kenya). The coordinator did a wide dissemination and distribution of the EoI to more than 160 partners and reputable firms.
2. **Fund mobilization for WATSAN Secretariat activities:** Thecoordinator of the secretariatcontinued tocoordinate the secretariat activities and fund mobilization to support secretariat activities. To this end, the Permanent Secretary of the Ministry of Infrastructure and Regional director of Swiss Development cooperation signed the agreement to fund the secretariat activities.

The amount equivalent to **$USD 150,000** was deposited to the WATSAN Secretariat Account number is **1000027126** opened in the National Bank of Rwanda**.** Theconsultant made a follow up to recover the money that was transferred by Water for People. In fact, Water for People transferred the amount of **12, 889,800RwF** to MINITRACO bank account (**1000006878**). By now, the same amount of money has been transferred to the WATSAN Secretariat account opened in the books of the National Bank of Rwanda. In addition to that, Water aid also deposited to the Secretariat bank account the equivalent amount of **12,000,000 Rwf**.

1. **Implementation of Sector Working Group meetings resolutions:**  The coordinator made a follow up on the implementation of the Joint Sector Review recommendations implementation. All minutes of the previous Sector Working Group meeting and Joint Sector review meetings were signed by the Co-chair and Chair and shared with partners. The Coordinator supported FEPEAR to organize the meeting of the Task Force established by the Joint Sector review meeting to work on the Private Operators Benchmarking systems. The meetings were chaired by Director of Water and Sanitation of Rwandan Utility Regulatory Agency (RURA).

The coordinator supported MLFM and AVSI partners to organize the open day in Gicumbi district. All partners were invited to the open day and field visit. WATSAN sector members attended the event in Gicumbi and did a field visit to MLFM &AVSI projects using solar and turbine to pump water.

### 2.4.1 REPORTING ITEMS

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| --- | --- | --- | --- | --- | --- |
| **Activities**  | **Outputs**  | **Topics**  | **Analysis of the Sector** | **Comments** | **Remaining issues for follow up in December**  |
| To implement the MoU regulating coordinated approach  | The agreement signed by Swiss Development Cooperation  | Coordinated approach | The MoU is clear enough to guide the coordinated approach across the sector. the addendum specifying the financial reporting framework was worked on and guided SDC.  | The agreement signed  | To follow up with Other partners to join the MoU |
| To follow up on the WATSAN Secretariat Account  | Bank Account opened in the books of the National Bank of Rwanda. 150,000$USD + 12,000,000 Rwf + 12,889,800RwF deposited on the account  | WATSAN secretariat Bank Account  | The bank account is beneficial to the secretariat as stakeholders will use it to fund secretariat activities  | Some DPs prefer to fund the activities rather than depositing money  | Follow up on Bank Statement/slip and cheques  |
| To prepare sector Technical working meetings to implement JSR resolutions  | 2 meetings chaired by RURA were convened in November 2014  | Implementation of SWG meeting resolutions  | Task Force was established to fine tune the Benchmarking Systems. As RURA is the chair, this will reduce the implementation challenges  | Benchmarking systems did to be fine-tuned and deployed to private operators.  | Every month, there will be a thematic group meeting.  |
| To prepare the Presentations for SWG meeting  | Presentations and working documents  | Water and Sanitation Sector Performance Framework  | Development Partners do not report on their activities. It is very difficult to get accurate data and reliable information. The matrix “ 4 W” and Sector Performance Reporting template sent to all DPs should be filled and sent back to the Secretariat.  | Implementation has started  | Additional staff needs to be recruited very soon. At least Policy expert and M&E expert who will deal with Sector policy review and reporting issues |
| To prepare SWG Thematic Group documents  | All working documents well prepared  | Thematic groups  | Thematic groups will help to streamline the coordination across the sector. It is expected that the first thematic group meeting will be convened in November 2014.  | People selected their preferred thematic group. JICA suggested having thematic group meeting after 6th dec 2014. | The recommendations from Thematic Group meetings will be shared during Sector Working Group meeting scheduled in March 2015.  |
| Visiting WATSAN projects and key stakeholders  | Familiarization of the sector and partners. Visit to MLFM and AVSI projects in Gicumbi districts  | Development partners and Stakeholders attended MLFM open day and did project field visits  | There is a need for MIS to monitor sector projects | There is a need to facilitate the coordinator of the Secretariat to visit sector projects and stakeholders.  | There is a need to visit all key sector stakeholders  |
| Resource mobilization  | Recovery of additional funds committed  | SDC deposited 150,000$USD tp WATSAN secretariat Account. All pledges now recovered.  | There is still hope that the budget gap will be filled. | There is a need to look for/attract/mobilize other DPs within the sector. The coordinator needs allowances to fulfill his mandate.  | There is a need to have MIS for the Secretariat and have at least Policy expert and M&E expert recruited before end of December 2014.  |

### 2.5 December 2014 Achievements

For the fourth consecutive month (December 2014), the consultant achieved 4 key milestones:

* **Water Project Field Visits and Stakeholder’s visits**: The coordinator organized the field visit to Gicumbi district by key stakeholders. Sector members also attend MLFM & AVSI WASH OPEN-DAY in Gicumbi district. The project is related to the *use of innovative technologies with a long term and lasting impact;* Use of turbo-machinery; Filtering chamber without using chemical addictive; new techniques to build facilities (e.g. tank and fountains). The uses of turbo-machineries widely reduce management costs. Costs reduction due to**:** Use of the filtering chamber instead of daily addition of chlorine; Use of local materials instead of imported ones; Potable water reduces waterborne diseases; Use of minor amounts of fuel to boil water.
* The coordinator visited UNICEF offices and held working meetings with Dr. Murtaza Malik, WASH Manager. The Coordinator also visited JICA offices and had working meeting with Water team. The coordinator also along with MININFRA WATSAN Division Manager visited WASAC Ltd Kacyiru branch to assess the status of rationing program. The Coordinator supported to review and finalize the WATSAN division plan for 2015/2016. He also helped with the preparation of written test for sanitation engineer position.
* **Continued review of the Water Supply and Sanitation Services National Policy**: The coordinator did follow up for the review of the National Policy for Water Supply and Sanitation Services. The Expression Of Interest (EoI) public published in the local newspaper (New times) and international (Nation Media from Kenya) received a good number of bidders. In total nine (9) internationally recognized companies submitted their expression of interest.

The internal tender committee organized the technical evaluation meeting to which two (2) development partners (UNICEF and JICA) were invited to be part and parcel of. In addition to that, the coordinator coordinated the work related to the establishment of a Task Force to oversee the policy review process. Designation letters have been drafted, signed and transmitted to different public institutions, private sector and other stakeholders requesting those institutions to nominate Task Force members.

* **Fund mobilization for WATSAN Secretariat activities:** Thecoordinator of the secretariatcontinued tocoordinate the secretariat activities and fund mobilization to support secretariat activities. To this end, at the end of December 2014, the WATSAN Secretariat Bank Account has **Rwf 127,495,350**. The coordinator had a meeting with USAID team and discussed on the support of WATSAN Secretariat and sector in general. The visiting team was composed of Jean Paul Skoczylas, Managing Director and Principal Engeneer (Water Consulting East Africa) and Jamshed Zuberi, USAID Mission Controller. USAID team attended the Thematic Group for Water Supply Development and agreed to support the sector and secretariat activities.
* **Thematic Group Meetings:**  The Coordinator organized the meeting for Water Supply Development Thematic Group. The meeting was held on Wednesday, 17th December 2014. The meeting elected WASAC Ltd as Chair and UNICEF as Co-Chair. Also, members of the thematic group agreed on the following :
	1. To advise the Ministry of Infrastructure and development Partners about the need of WATSAN Sector to bring back Development Partners if the sector has to achieve 100% of coverage and access by 2017/18. The meeting noted that Water is currently not considered as top priority and thus the sector does not get sufficient funds;
	2. The thematic group meeting will be convened twice a quarter and on need basis ;
	3. The Chair and Co-Chair will draw an action plan for 6 months ( January-June 2015) and share with thematic group members before 31st December 2014;
	4. The Secretariat will draft the terms of Reference for Thematic Group and circulate them to thematic group members before 31st December 2014;
	5. Thematic Group members will do field visits to the successful projects in January 2015.

### 2.5.1 REPORTING ITEMS

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| --- | --- | --- | --- | --- | --- |
| **Activities**  | **Outputs**  | **Topics**  | **Analysis of the Sector** | **Comments** | **Remaining issues for follow up in January 2015**  |
| To implement the MoU regulating coordinated approach  | The agreement signed by Swiss Development Cooperation. After signing the agreement, SDC deposited , USD 150,000 to WATSAN Secretariat Bank Account  | Coordinated approach implemented  | The MoU is clear enough to guide the coordinated approach across the sector. The addendum specifying the financial reporting framework was worked on and guided SDC to disburse the first deposit. SDC pledged additional fund equivalent to USD100,000 | The agreement signed and implemented  | To follow up with Other partners to join the MoU |
| To follow up on the WATSAN Secretariat Account  | Bank Account opened in the books of the National Bank of Rwanda. As of January 2015**, RWF 127,495,350** deposited on the account  | WATSAN secretariat Bank Account is operational  | The bank account is beneficial to the secretariat as stakeholders will use it to fund secretariat activities  | Some DPs prefer to fund the activities rather than depositing money  | Follow up on Bank Statement/slip and cheques to make sure that  |
| To prepare sector Technical working meetings to implement JSR resolutions  | A technical meeting chaired by RURA was convened in December 2014  | Implementation of SWG meeting resolutions  | Task Force was established to fine tune the Benchmarking Systems. As RURA is the chair, this will reduce the implementation challenges  | Benchmarking systems need to be fine-tuned and deployed to private operators.  | Every month, there will be a thematic group meeting. The first one on Water Supply Development was convened in December 2014  |
| To prepare the Presentations for SWG meeting  | Presentations and working documents  | Water and Sanitation Sector Performance Framework  | Development Partners do not report on their activities. It is very difficult to get accurate data and reliable information. The matrix “ 4 W” and Sector Performance Reporting template sent to all DPs should be filled and sent back to the Secretariat.  | Implementation has started  | Additional staff needs to be recruited very soon. At least Policy expert and M&E expert who will deal with Sector policy review and reporting issues. ToRs are ready for discussion with PS. It is expected that the announcement will be issued in January 2015.  |
| To prepare SWG Thematic Group documents  | All working documents were well prepared  | Thematic groups meeting  | Thematic groups will help to streamline the coordination across the sector. It is expected that the second thematic group meeting will be convened in November February 2015.  | People selected their preferred thematic group. The first meeting on Water Supply Development was held on 17th December 2014.  | The recommendations from Thematic Group meetings will be shared during Sector Working Group meeting scheduled in March 2015. Another Thematic Group meeting on sanitation services is expected in January 2015.  |
| Visiting WATSAN projects and key stakeholders  | Familiarization of the sector and partners. Visit to MLFM and AVSI projects in Gicumbi districts  | Development partners and Stakeholders attended MLFM open day and did project field visits  | There is a need for MIS to monitor sector projects | There is a need to facilitate the coordinator of the Secretariat to visit sector projects and stakeholders.  | There is a need to visit all key sector stakeholders in the first quarter of 2015 |
| Resource mobilization  | Recovery of additional funds committed  | SDC deposited 150,000$USD tp WATSAN secretariat Account. All pledges now recovered.  | There is still hope that the budget gap will be filled. | There is a need to look for/attract/mobilize other DPs within the sector. The coordinator needs allowances to fulfill his mandate.  | There is a need to have MIS for the Secretariat and have at least Policy expert and M&E expert recruited before end of January 2015.  |

# CHALLENGES FACED FOR THE 1ST QUARTER (SEPTEMBER – DECEMBER 2014)

1. The sector has huge challenges related to the financing if it has to achieve universal water supply and Sanitation services access and coverage by 2018. The assessment done is in line with the Strategic Plan 2017/18 has a cost of Rwf 531 billion for the required investments. It has been noted that a large part of the funding (49% of the total investments) has still to be identified. The sector needs There is a need to bring on board many stakeholders and development partners in Water and Sanitation Sector;
2. The Secretariat needs additional staff to support the Secretariat Activities and WATSAN division by extension. The required budget is ready and ToRs are already prepared. There is need to recruit additional staff by January 2015. To begin with, we can start by M&E expert and Research and Policy Expert;
3. The Secretariat needs a Monitoring System that will allow the Sector to gather reliable and accurate information and data for the sector;
4. There is a need to facilitate the Secretariat Coordinator by providing him with allowances as officially requested.

### 3.1 Proposed solutions

* Continued resource mobilization and additional Development Partners in the Sector
* Priority Sector Policy Agenda ( Sector Policy Gaps Analysis )
* Careful phasing and prioritisation of Secretariat work
* Recruitment of the additional staff within the WATSAN SWG Secretariat
* Division of labour across secretariat team
* Increased ownership/responsibility of the sector by all stakeholders and partners.

### 3.2 Next quarter priorities

* Recruitment of additional staff and sector experts ;
* Continued resources mobilization to support Secretariat activities;
* Continued follow-through National Policy and Strategy for Water Supply and Sanitation services review process;
* Support in the preparation of World Water Day and Hygiene campaigns;
* WATSAN SWG Stakeholders and Sector Interventions Mapping;
* Organization of Sector Thematic Groups meetings ;
* WATSAN Web Portal for sector documentation & knowledge management ;
* Development of training materials for orientation of new staff ;
* Databank for Sector good practices.
1. **CONCLUSIONS**

The sector is now more coordinated with the Coordinator on board and urged all development partners and stakeholders to continue playing a leading in the development of the sector. I take this opportunity to thank many sector stakeholders and partners like World Vision, JICA, and Water for People, WaterAid and UNICEF who have given valuable contribution to Water and Sanitation sector and encouraged other development partners and stakeholders to do the same. I reiterate the high importance of continued collaboration and cooperation between MININFRA, WASAC Ltd and Development Partners intervening in water and sanitation sector. The Secretariat is committed to continue providing technical support to the sector with the aim of uplifting the sector to a higher level in the next quarter and so.

*Done at Kigali, 14th January 2015*

***GATERA Jean d’Amour***

WATSAN SWG Secretariat Coordinator