

**Scottish Government
Rwanda Development Programme**

End of Year 1 Report

1. General Project Information			
1.1	Project Reference Number:	RWA6	
1.2	Name of Organisation:	Tearfund Scotland	
1.3	Lead Partner(s):	Tearfund Rwanda (Partners are AEE and MOUCECORE)	
1.4	Project Title:	Sustainable Economic and Agricultural Development Project (SEAD)	
1.5	Reporting Period:	From: 01/10/2017 To: 31/03/2018	
1.6	Reporting Year:	Year 1	
1.7	Project Start date	1 st October 2017	
1.8	Project End date	31 st March 2022	
1.9	Total Project Budget*	£1.35m	
1.10	Total Funding from IDF*	£1.35m	
1.11	Have you made any changes to your logframe? If so please outline proposed changes in the table below. Please note all changes require Scottish Government approval. If changes have already been approved please indicate this in the table.		
	Outcome/Output	Proposed /Agreed Change	Reason for Change
	See the amendment tab in the approved logframe the changes that were approved by [redacted] on 12 th December 2017. Changes since then are shown below:		
	Various	Updated baseline information	Baseline data added to logframe
	Outcome Indicator 1.3	Added words " <i>SHG provided</i> " to indicator	To clarify what exactly this indicator is measuring
	Output Indicator 3.2	Updated targets against this indicator	The baseline figure for this indicator was higher than expected (see section 2.1 for more

		details) so the targets have been updated accordingly. <i>Please note, we have not yet received the gender split for this indicator from the baseline consultant, and therefore neither the baseline nor targets have an updated gender split. This will be updated for the mid-term report.</i>	
Output Indicator 4.1	Updated targets against this indicator	The baseline figure for this indicator was higher than expected so the targets have been updated accordingly	
Output Indicator 4.2	Updated targets against this indicator	The baseline figure for this indicator was higher than expected so the targets have been updated accordingly	
Output Indicator 4.3	Updated targets against this indicator	The baseline figure for this indicator was higher than expected so the targets have been updated accordingly	
1.12	Supporting Documentation Check box to confirm key documents have been submitted with this report	Up to date Logical Framework, which reflects any changes detailed above.	✓
		Up to Date Budget Spreadsheet	✓
		Case Study	✓
Report Authors: [redacted] Rwanda Programme Manager [redacted] Scottish project Officer		Signature: [redacted] Signature: [redacted]	

2. Progress and Results

2.1	<p>Please give an update on the progress your project has made during the reporting period. Please use this space to update us on what has gone well and any challenges you have experienced, detailing how you have overcome these. (Max 500 words)</p> <p>The Sustainable Economic and Agriculture Development (SEAD) Project was launched on the 2nd of October 2017. The project is being implemented by 2 local partners: AEE and Moucecore.</p> <p>The first few months focused on setting the project up with the partners, district stakeholders and local communities. It is really important to spend adequate time sensitising the different stakeholders to the aims and objectives of the project to ensure engagement and ongoing co-operation.</p> <p>A Start Up Workshop took place in Q3, and was attended by all partner and Tearfund Rwanda staff, facilitated by the Scottish Project Officer and the Programme Funding Manager from Tearfund UK. The workshop gave an opportunity to review the project documents to ensure a shared understanding, alongside developing M&E and activity plans. There was also time within the workshop to reflect on previously funded projects (including EPOVAT) and record learning that would be useful for this project. Following a detailed review of the project at the start up workshop and feedback from partners, a number of revisions to the initial project design were requested and submitted to the Scottish Government. This was approved in December 2017.</p> <p>The project also held launch meetings in the four target districts, both at district and sector level. This allowed project staff to meet with local leaders and stakeholders; ensuring there is a good understanding of what is included in the project from the beginning. The meetings explained what input would be required from local authorities and leaders, and assisted in ensuring transparency in beneficiary selection.</p> <p>In the first year, 375 self-help groups (SHGs) were established in 54 villages across the four project districts, with a membership of 7,500 (87% female).</p> <p>36 volunteer Community Facilitators (locally based volunteers) were trained in the SHG concept and went on to train 175 SHG's in the SHG concept, methodology, membership and operating principles. The Community Facilitators will continue to provide support to SHGs through the project implementation, providing mentoring and coaching. A total 3,500 SHG Members went through the training and have begun to meet together, establishing their bylaws and leadership structure and beginning to save money. 161 of these groups have opened a bank account with the local SACCO¹.</p>
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¹ Community Savings and Credit Co-operative

	<p>The project targets the most vulnerable in the communities it is implementing in, with the majority of beneficiaries in Ubudehe Categories 1 & 2². The selection and identification process for project participants involving the community, local government and Tearfund partner staff³</p> <p>Challenges experienced:</p> <p>As mentioned above, the project start-up workshop highlighted a number of changes that were required to be made to the project design and timing of activities, in response to feedback from staff and partners. It took a number of weeks to work through these changes and present the request to the Scottish Government for approval. The changes were approved in December and this meant that partners had less time than expected to set up and train the SHG's. To compensate for this and ensure year 1 targets were met by end March, one of the partners (Moucecore) decided that instead of running a 3-day training for SHG community facilitators, it would adapt the training to be delivered over one day rather than three. This enabled them to train more CF's than they had originally planned and in turn meant those CF's could hit the target number of SHGs established in the first six months. 36 facilitators have been trained rather than the 17 originally planned. In year 2, newly recruited facilitators will attend the full three-day training as planned.</p> <p>The project has also faced a challenge with the measurement of one of the indicators. Output Indicator 3.2 was included to measure the number of individuals who carry out value addition activities, defined in the start-up workshop as being involved in handling, packaging or processing crops or livestock in order to add value. However, the baseline figure came back higher than anticipated and, in discussion with the consultant, it seems that the definition was not specific enough meaning that a wide range of activities could fall within those higher level categories. As a result, the targets for this indicator have been updated.</p>
2.2	<p>Have you completed all baselines for the project? If not please explain why and describe what plans are in place to ensure these are completed. If you have please ensure these have been added into your logframe. (Max 200 words)</p>
	<p>The baseline survey was completed in March 2018 by an independent consultant. The report provided baseline data for impact, outcome and output level indicators helpful to assess project performance, and has been used to update the logframe submitted with this report.</p>
2.3	<p>Have you experienced any delays to planned activities? Please provide full details including what action is being taken to bring activities back on track. (Max 250 words)</p>

² Development programme whereby citizens are placed into different categories. These categories inform the level of support families receive through government social protection programmes.

³ As stated, the majority of beneficiaries come from Ubudehe groups 1 & 2 and cannot easily meet their basic needs (food, decent shelter, education and health). They often have limited access to land and livestock. Such households in most cases have many children, while others are widows and single mothers. There are also several individuals who sit in Ubudehe category 3 as they own a house, but they are disabled, or elderly, or otherwise vulnerable and therefore are still living in poverty. The project has agreed criteria to identify these individuals and ensure they are included in project activities.

As highlighted in 2.1, there were delays to start project activities due to revisions to the log frame and budget that needed donor approval following the Start Up Workshop. However, partners still managed to complete all planned activities by the end of the project year.

2.4 Project Outcomes
 In the table below, please list each of your project Outcomes, and provide further detail on your progress and results over this reporting period. Describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results (for example where targets have been vastly exceeded). Progress should also be updated within the relevant fields of your logframe.

Outcome 1:
 Improved access to financial services through Self Help Groups and formal financial service providers
 (EDPRS II Priority 3 and SDG 1)

Outcome Indicator	Milestone / Achievement	Progress
1.1 Number of target population accessing financial services (SACCO, SHG and MFI loans) (disaggregated by gender)	Baseline: 2,100 Milestone 1: 3,000 (75% women, 25% men) Achievement: 3,500 (87% women, 13% men) <i>(please note this refers to individuals saving in SHGs as opposed to those who have received a loan. From year 2 onwards, this figure will refer to the number of individuals who have received a loan from SHG, SACCO or MFI)</i>	The project defines “accessing financial services” as having accessed a loan in the last 12 months. In the baseline report, the consultant found that 7% of respondents had taken a loan which, when extrapolated to target population, gave us a baseline figure of 2,100. Due to the later-than-planned establishment of SHGs, the new groups are still building their capital base and have not yet saved enough money to support the giving out of loans. Therefore, for year 1, the figure reported shows the number of individuals who have begun to save with SHGs. As we are unable to determine whether those who have joined an SHG have also taken a loan through other means, and have been captured as part of the baseline, we are just reporting those who have joined an SHG in year 1 to avoid double counting. In year 2 onwards we will report all those who have taken a loan from any source, including SACCO and MFIs.

	1.2 Distribution of client access points (SHG members will access increased financial access through Cluster Level Association)	Milestone: 0 Achievement: 0	Cluster Level Associations will be established in years 2, 3 & 4.
	1.3 Level of satisfaction with financial services used.	Milestone: 0 Achievement: 0	This will be measured in the mid-term and end-line evaluations
Outcome 2: Increased climate resilient livelihoods in the target population (30,000 HH) through improved agriculture production, value addition and trade of selected commodities			
	Outcome Indicator	Milestone / Achievement	Progress
	2.1 Increase in farmers agricultural yields	Milestone: 0 Achievement: 0	Training for farmers will commence in year 2.
	2.2 Percentage of households exhibiting change in adaptive capacity (measured by HH gaining at least one more of the following: food reserves, small livestock, household savings (money in account) or using a higher yield crop variety).	Milestone: 0 Achievement: 0	This indicator relates to training carried out by the project (activity 4.4), scheduled for year 2 onwards.
2.5	Project Outputs In the table below, please list each of your project Outputs, and provide further detail on your progress and results over this reporting period. Describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should also be updated within the logframe.		
	Output 1: Strengthened capacity of 30,000 Households of the rural poor to make informed financial decisions by promoting financial literacy		
	Output Indicator	Milestone / Target	Progress
	1.1 % of SHG members demonstrating improved score in financial literacy tests	Milestone: 0 Achievement: 0	In year 2 the project will be developing a financial literacy training manual which will be used to train established SHGs in year 2. This will be accompanied by a pre and post training test to provide data against this indicator. Training for SHGs will commence in year 3, and this indicator will be

			reported against then.
	Output 2: Increased uptake of financial services from formal and informal financial service providers, and other market intermediaries for 28,500 HH (95%) of the total target households		
	2.1 Total value of SHG loans in RwF	Milestone: 0 Achievement: 0	SHGs are only newly established and therefore no loans have been taken yet. This will be reported against in year 2 onwards.
	2.2 Percentage of target population (18,000 Women and 10,500 men) using financial products mobilised by SHGs	Milestone: 10% of target population Achievement: 12%	As above, the project definition of “using financial services” is accessing a loan from the SHG in the last 12 months. As no loans have yet been given through SHGs, the figure reported reflects the number of individuals saving through SHGs. From year 2 onwards this figure will show those who have received a loan from the SHG.
	2.3 Average SHG loan repayment compliance per annum (Increase in compliance per year)	Milestone: 0 Achievement: 0	As above, few loans have been taken so far and none have been held long enough to be repaid. This will be measured in year 2 onwards.
	2.4 SHG Membership of target population (SHG membership comprises of 70% female, 30% male)	Milestone: 10% of target population Achievement: 11.6%	Approximately 12% of the target population (3,500 individuals – 3,040 women and 460 men) have joined a Self Help Group in the first six months of project implementation. This is slightly higher than planned due to community enthusiasm regarding the SHG concept, with SHGs having an average of 20 members per group. The groups have seen more women join than was originally anticipated (87% as opposed to the 75% predicted). A higher proportion of women have been identified as vulnerable by community leaders than initially thought.
	Output 3: Increased access to markets and market information by promoting value addition and provision of entrepreneurship skills		

	3.1 Number of people with relevant knowledge on business development and market access (disaggregated by gender)	Milestone: 0 Achievement: 0	In year 2 the project will be developing a business development and market access manual which will be used to train established SHGs in year 2. This will be accompanied by a training test to provide data against this indicator. Training for SHGs will commence in year 3.
	3.2 Number of farmers/traders involved in value addition practice (disaggregated by gender)	Milestone: 0 Achievement: 0	Training for farmers in value addition is planned for year 3 onwards.
	3.3 Percentage of households starting or expanding their businesses (disaggregated by gender)	Milestone: 0 Achievement: 0	Training for SHGs in financial literacy, business skills and value addition is planned for year 3 onwards.
	3.4 Total value of produce (crops and livestock) sold by target households per year	Milestone: 0 Achievement: 0	The project will be training and working with farmers from year 2 onwards.
	Output 4: Climate smart agricultural (crop/livestock) practices adopted by farmers in target communities to increase production and conserve the environment		
	4.1 Percentage of target households applying climate smart agriculture production technologies/practices	Milestone: 0 Achievement: 0	Training in climate smart agricultural practices will begin in year 2.
	4.2 Percentage of small-holder farmers applying appropriate post-harvest management practice	Milestone: 0 Achievement: 0	Training in post-harvest management practices will begin in year 2.
	4.3 Percentage of households using energy-saving devices (disaggregated by type of device)	Milestone: 0 Achievement: 0	This activity is related to the community's ability to save via SHGs (to purchase the energy saving devices) and the projects activity to link communities with service providers. These activities begin to be implemented in year 2.

3. Operational plans and partnerships	
3.1	<p data-bbox="315 245 2027 347">Are all staff required to deliver the project now in place? If not, please explain what action you are taking to ensure all essential roles as outlined in your application, are in place as you move into year two of the project. If plans for staffing has changed, please tell us about this. (Max 200 words)</p> <p data-bbox="315 352 2027 518">The majority of staff within Tearfund and the partners have now been recruited, with the exception of the Tearfund Senior Project Manager role. Recruitment for this role has been delayed due to a wider review taking place in Tearfund as to how country offices are staffed and this is likely to lead to a change in project management structure and roles within Tearfund Rwanda. We expect the International review to be completed in relation to Rwanda within the next few weeks. At that point, we will inform the Scottish Government if this has any impact on roles relating to this project and will request changes to the budget (if required).</p> <p data-bbox="315 555 2027 657">In addition, the current Scottish Project Officer will be leaving Tearfund Scotland at the end of April 2018. Plans for the recruitment of the replacement are connected to the wider review and restructure, and Tearfund will inform the SG for plans for replacement as soon as possible. [redacted] will continue to oversee the project from a Scottish perspective, providing continuity.</p> <p data-bbox="315 694 2027 860">As already communicated, the Geographic Management Accountant (partially funded by this project) no longer has responsibility for projects in Rwanda as a result of a separate finance restructure. This responsibility is now held by the Finance Business Partner, based in the UK. Tearfund requested, and received permission to use the funding set aside for the salary and travel of the GMA to cover some of the costs of the FBP, to align with the new structure. This has been updated in the budget for both year 1 and future years. This does not change the financial support and oversight the project receives.</p>
3.2	<p data-bbox="315 895 2027 959">Are all partnerships on the project now in place? Please update on how these partnerships are progressing, letting us know about any highlights, challenges or changes to roles and responsibilities. (Max 300 words)</p> <p data-bbox="315 963 2027 1198">Both implementing partners in Rwanda have been partners with Tearfund for many years (Moucecore for 24 years and AEE for 17 years). The relationship between Tearfund Rwanda and its local partners is strong, and supported by regular meetings between project managers (in partners and Tearfund), finance staff and senior management across all three organisations. In the last six months, two quarterly meetings (bringing all project and finance staff together) have taken place to reviewing progress against plans, reiterating donor compliance rules and to plan for reporting. In addition, the Tearfund Project Manager has worked closely with field staff to coordinate the baseline report data collection. An additional meeting to discuss the additional clauses around safeguarding was conducted in Q4.</p> <p data-bbox="315 1235 2027 1337">The five-day Start Up Workshop also offered a good opportunity to bring all staff working on the project into one location to ensure a shared understanding of the project goals and plans, as well as time to reflect on previous projects to ensure learning is carried forward.</p>

The partnership with the Cooperative College is new but has developed well in year 1. They carried out a scoping visit in February 2018 and spent a week with Tearfund staff and partners. As part of the trip, they met with beneficiaries and district officials as well as the Rwanda Cooperative Agency to ensure a wider understanding of the SHG approach and the current use of Cooperatives in Rwanda. The inputs gathered on this trip will support the college in developing training manuals for use in the project.

The project also partners closely with local authorities. A one-day workshop was held in Huye District, bringing together local government, SACCO, Farmer groups and sector authorities to share project approaches and ensure a common understanding. As a result of the workshop District Officials (including Cooperative Officers and Agronomists) committed to support project implementation.

3.3	Have any visits to the project taken place in this period? Please give details including key activities and outputs of these visits.		
	Date of Visit	Key achievements / outputs of visit	Follow up actions
	9 – 20 October 2017	Scottish Project Officer and Programme Funding Manager facilitated the start-up workshop and spent time with the Tearfund Rwanda team to support start up	<ul style="list-style-type: none"> - Revision of project documents, including logframe and budget (approved December 2017) - Finalising M&E plans and activity plans for year 1 & 2
	14/12/2017	Tearfund Programme Manager Visited project sites. He met local government officials and local authorities to further brief them on project rationale, duration, targeting criteria of the beneficiaries and project approach. During the visit, he also met SACCO managers to explore opportunities of linkage. ⁴	<ul style="list-style-type: none"> - Share baseline report to project stakeholders. - Follow up on establishing linkage of SHGs to SACCO for banking services provision
	21- 25 January 2018	The Scottish Government, Rwanda Development Programme staff monitoring visit. This visit focused on understanding the project context and meeting with grant holders, in addition to holder a donor compliance training.	<ul style="list-style-type: none"> - Ongoing collaboration and sharing learning with other grant holders.

	4- 8 February 2018	Cooperative College staff visited project sites as part of their scoping visit. This gave them an opportunity to meet with community members and key stakeholders to receive input on areas that need to be addressed in the manuals (planned for development in year 2)	<ul style="list-style-type: none"> - Develop training manual by 8th June 2018.
	28 February -1 March 2018	Tearfund's Head of East and Southern African visited the project. During the 2-day field visit, he met 7 newly established SHGs in the project communities. While interacting with SHG members, he was keen to know motivation for working in SHGs, the life before and future plans.	<ul style="list-style-type: none"> - Support new SHGs to learn from SHGs established under previous EPOVAT project.

4. Financial Information

This section will be reviewed alongside your end of year financial report, which must be included with this report. Please ensure an explanation for any variance to planned expenditure is provided against each budget line in the space provided in the budget spreadsheet.

4.1	<p>If your spending is not on track as expected, please outline the reasons why, and detail what plans are in place to bring spending back on track. If you are requesting changes to your budget at this stage, please outline them below. (Max 350 words)</p> <p>The expenditure report shows a budget of £150k as that was the original proposal budget and represents the grant paid in year 1. A revised budget of £111k was presented to Scottish Government on 12th December and adopted. Output 6 shows the difference between the grant payment and the revised budget amount. The Scottish Government approved this amount (£38,896) to be retained and used in year 3 in the project.</p> <p>A total of £93,648 was spent against the revised budget of £111,104⁵, representing an 84% expenditure rate.</p> <p>The underspend of £17,455.59 is broken down as follows: -</p> <ul style="list-style-type: none"> - £9,608.25 due to exchange rate gain (budget rate of 1005Rwf:1£ vs average rate of 1,152Rwf:1£),
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⁵ Approved in Dec 17

- £7,847.34 underspend

As indicated in the January underspend report, the underspend is predominantly due to the delayed recruitment of the Senior Project Manager (£4,956). As highlighted in 3.1 above, this position has not yet been filled so there may also be a slight underspend in year 2 on this line. A further £600 of the underspend was due to delayed purchase of tablets – Tearfund is requesting that this money be carried forward into year 2.

The remainder of the underspend is as outlined in the Jan underspend report and comes from a range of small underspends, including fewer monitoring visits in the first quarter than anticipated and some savings on internet and telephone bills.

In addition to carrying forward the £38,896 to year 3 (as approved already), Tearfund proposes carrying forward £7,847 to year 2 to be used for the following:

- 1) **Set up of cell level demonstration fields (£3,372)** – The project requests permission to set up an additional 33 demonstration fields at cell level. These demonstration fields will support the demonstration fields at village level through providing the agricultural facilitators a place to meet together and learn from one another, as well as providing a more central point for stakeholders including sector and district level agronomists for training and support. The funds will cover costs for set up, and the purchase of demonstration materials. (new activity 4.11)
- 2) **Facilitate learning visits for Village Agricultural Development Facilitators (VADF) to EPOVAT field sites (£2,431)** – The project requests permission to use some of the underspent funds to facilitate a visit for 175 VADF's to existing demonstration fields from the previous SG funded project, EPOVAT. This will allow the new VADFs to meet with VADFs who have been in post for several years, to learn from their approaches and see the established demonstration fields. This learning will then be shared with the other VADFs at the cell level demonstration fields, and shared out to community members at village level. (new activity 4.12)
- 3) **Increased cost of motor vehicle insurance (£980)** - In January 2018, the Government of Rwanda (through the National bank of Rwanda in collaboration of Rwanda Associations of Insurance companies in Rwanda) revised and approved new rates/fees for motor vehicle insurance. The revision saw a sharp increase of premiums by 76%. This increase is much higher than the amount included in the project budget, and the project requests approval of £980 to be added on the current programmed expenditure to cover project motor vehicles insurance in 2018/2019.
- 4) **Purchase of tablets (£600)** – As discussed above, the project requests to carry forward the costs associated with purchasing tablets due to a delay on this activity in year 1

5) Monitoring costs for new activities (£464) – Additional monitoring will be required in relation to the new activities

These figures have been included in the attached finance report under column D, “Projected Spend” while the activities have been inserted under the relevant outputs in the activity plan.

A re-profiling of Tearfund salaries has been included in the Year 2 budget to reflect the revised Tearfund Rwanda country structure and is in accordance with the separate change proposal submitted to and approved by **[redacted]**.

5. Any other Information

Please use this section to tell us any other relevant information regarding your project. (Max 350 words)

Challenges

During a finance monitoring visit in Feb 2018, a study of transactions for the project highlighted that partners may be paying staff and beneficiaries fixed amounts for subsistence and transport to travel to and participate in meetings/ trainings/ workshops. Although Tearfund understands that it will not be possible to get a receipt for all travel and subsistence costs and that in some instances self-receipting is the only option, the appearance of fixed amounts suggests that allowances may be being paid by partners. We are doing further investigations to ascertain whether these payments are effectively allowances or whether they are reimbursement for costs. Tearfund has been clear about the Scottish Government policy on allowances and this was included in the donor compliance training at the start up workshop. Following further discussion with partners, they have been asked to update their policies and ensure all future payments are aligned with Scottish Government policy.

The remoteness of the target communities poses a challenge regarding accessibility, and project staff have established activity plans which take into account the rainy season when many of the communities become inaccessible by road.

Other highlights

The project achievements detailed in this report have been possible due to the support of local authorities in the start-up of project implementation, and their support in quickly identifying beneficiaries and supporting the community facilitators. The provision of timely and accurate data from district officials limited delays and allowed activities to begin quickly once the logframe and budget were signed off.

The project has been received with a lot of enthusiasm by local and district leaders, and project staff continue to work with these groups to manage expectations and ensure that they fully understand the approaches to be used, and the areas to be targeted. Project activities are incorporated into district level plans, and are then subject to monitoring by district officials.

The project has begun to form relationships with other SG funded organisations in Rwanda, and anticipates valuable learning coming from these connections. Initial discussions with Oxfam and CBM show potential for the transfer of expertise around sexual and gender based violence, and disability inclusion.

