ASM-13824 - Quality Assurance - Design

Procedure Year: 2024

Procedure Rating: Highly Satisfactory

Procedure Status: Approved

Procedure Name: ASM-13824

Procedure Department: CO - Rwanda - Kigali

Procedure Type: Design

Record Owner: Pierre Ndindiyaho

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Portofolio/Project Type: Project

RELATED PORTFOLIOS/PROJECTS (1)						
NAME	PORTOFOLIO/PROJECT NAME	DEPARTMENT	STATUS	ATLAS PROJECT NUMBER	START DATE	END DATE
01002415	Rwanda SOFF(Systematic Observations Financing Facility) Investment phase Project	CO - Rwanda - Kigali	On Going		4/9/2024	1/1/2028

RELATED SESPS (1)		
PARENT PROCEDURE	PROCEDURE TYPE	PROCEDURE YEAR
ASM-13886	SESP (Social and Environmental Screening Procedure)	2024

Approval Information

Approval Date: Thu Feb 06 00:00:00 GMT 2025

Approved By: Joseph Balironda <joseph.balironda@undp.org>

APPROVAL HISTORY			
STEP NAME	DATE	STATUS	ASSIGNED TO
Submitted for Approval	2025-02-06 10:41:48	Approved	Joseph Balironda
Approval Request Submitted	2025-02-06 07:26:56	Started	Pierre Ndindiyaho

QA Questionnaire:

Strategic | Status: Complete | Quality Rating: Exemplary

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

(●) 3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

( ) 2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

( ) 1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

*Note: Projects not contributing to a programme must have a project-specific Theory of Change. See alternative question under the information icon for these cases.
*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project is linked to the programme's theory of change and has an explicit change pathway that explains how the project will contribute to outcome level change. The project contributes output 2.3: Institutions at national, district and community level have improved technical capacities to reduce risks, manage and respond to natural disasters and limit gender-differentiated impacts.

2. Is the project aligned with the UNDP Strategic Plan?

- (●) 3: The project responds to at least one of the development settings as specified in the Strategic Plan and adapts at least one Signature Solution. The project's RRF includes all the relevant SP output indicators. (all must be true)
- ( ) 2: The project responds to at least one of the development settings as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true)
- ( ) 1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project responds to UNDP Strategic Plan development setting and the signature solutions (Resilience, gender equality) and relevant SP output indicators were included such as 3.1.2

3. Is the project linked to the programme outputs? (i.e., UNSDCF/CPD, RPD or Strategic Plan IRRF for strategic interventions not part of a programme)

- (●) YES
- ( ) NO

*Note: Project QA cannot be approved by Project QA Approver when the response is “No”.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project contributes to output 2.3 of the Country Programme Document. See attached CPD 2018-2024. The new CPD 2025-2029 will also prioritize strengthening early warning and risk reduction systems, generate gender and disability-disaggregated data on multi-hazard risks and calculate potential damage and loss.

Relevant | Status: Complete | Quality Rating: Highly Satisfactory

4. Does the project identify target groups , and particularly those marginalized, vulnerable and left further behind (LNOB)

- (●) 3: The LNOB target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.
- ( ) 2: The LNOB target groups are clearly specified, prioritizing groups left furthest behind.
- ( ) 1: The LNOB target groups are not clearly specified.

*Note: Risk management must be done for criteria with score of 1. Projects that build institutional capacity should still identify targeted groups to justify support.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project infrastructure will serve the entire Rwandan community. In addition to the installation of the stations, the project includes plans for training and workshops aimed at various stakeholders, with a particular focus on women and people with disabilities.

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

- (●) 3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Yes, the project design is informed by past best practices and lessons learned, including the importance of inclusive stakeholder engagement during implementation. It also emphasizes building synergies between various interventions to maximize efficiency and incorporates sustainability measures to ensure that the project's results endure beyond its completion.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project has identified key potential partners and outlined their roles in the implementation process. These partners include those responsible for providing land and office spaces for the station's operational staff. Additionally, several partners will play a crucial role in ensuring quality assurance and conducting site testing for both the constructed infrastructure and the station itself. There are also partners who will contribute to project-related research and support efforts in raising awareness about the project.

Principled | Status: Complete | Quality Rating: Highly Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project will mainstream a Human Rights-Based Approach (HRBA) by ensuring the active participation of all stakeholders, particularly vulnerable groups (women, youth, people with disabilities, in all stages, from planning to implementation. It will prioritize defining accountability roles and responsibilities, establishing monitoring and evaluation systems, and implementing grievance redress mechanisms to address any negative impacts or human rights violations. Non-discrimination will be at the core, ensuring equitable access to weather data and resources for all, with special attention given to vulnerable groups such as women, children, and people with disabilities. The project will also focus on empowerment, building local capacity to interpret and use

weather data for disaster preparedness and climate resilience, while promoting gender equality through inclusive trainings. Transparency will be maintained through open access to weather data, clear communication of project goals and processes, and regular updates to ensure all stakeholders, including local communities, are informed and engaged throughout the project lifecycle. By embedding these principles, the project will respect human rights, enhance climate resilience, and foster inclusive development that benefits all, especially those most vulnerable to climate change.

8. Does the project use gender analysis in the project design?

- ○ 3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)
- ◉ 2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)
- ○ 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project will target to improve gender equality and women's empowerment by directly addressing the needs of women and promoting their active participation in climate resilience and disaster preparedness. Women will be involved in the project implementation, and use of the weather monitoring system to ensure that their unique needs and perspectives are taken into account. Training and capacity-building efforts will specifically target women, enabling them to acquire critical skills in interpreting weather data and understanding climate forecasts. This will not only enhance their ability to protect their families and communities from the impacts of extreme weather events but also position them as key contributors to climate adaptation and disaster risk reduction strategies. Inclusive decision-making will be encouraged by actively seeking women's voices in consultations and planning processes, ensuring they have an equal say in how the technology is deployed and how its data is utilized to safeguard their lives and livelihoods. During the project implementation, a participatory gender analysis will be conducted to assess gaps in gender balance and gender opportunities (including gender discrimination, harassment) and provide recommendations accordingly.

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

- ◉ 3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)
- ○ 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)
- ○ 1: Sustainability and resilience dimensions and impacts were not adequately considered.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

This project will mainstream sustainability and resilience by providing accurate weather data to support climate adaptation and disaster preparedness. It will enhance environmental sustainability by improving weather forecasting, supporting natural resource management and environmental protection. Social resilience will be strengthened through community engagement, capacity-building, and inclusive decision-making. Economic resilience will be fostered by reducing disaster impacts and promoting climate-smart practices, while institutional resilience will be enhanced by upgrading local weather monitoring systems.

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of the preparation and dissemination of reports and communication materials; organization of events, workshops, or training; strengthening capacities of partners to participate in international negotiations and conferences; partnership coordination (including UN coordination) and management of networks; and global/regional projects with no country-level activities as well as Development Effectiveness projects and Institutional Effectiveness projects. [If yes, upload the completed checklist. If SESP is not required, Select all exemption criteria that apply.]

- (●) Yes
- ( ) No
- ( ) SESP not required because project consists solely of (Select all exemption criteria that apply)

***Applicable only to option "SESP not required"**

- [ ] 1: Preparation and dissemination of reports, documents and communication materials
- [ ] 2: Organization of an event, workshop, training
- [ ] 3: Strengthening capacities of partners to participate in international negotiations and conferences
- [ ] 4: Partnership coordination (including UN coordination) and management of networks
- [ ] 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- [ ] 6: UNDP acting as Administrative Agent
- [ ] 7: Development Effectiveness projects and Institutional Effectiveness projects

*Note: Project QA cannot be approved by Project QA Approver when the response is “No”.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

A SES procedure has been conducted

Management & Monitoring | Status: Complete | Quality Rating: Satisfactory

11. Does the project have a strong results framework?

- (●) 3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)
- ( ) 2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)
- ( ) 1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project’s outputs and activities are well selected and accompanied by smart results-based indicators which take into consideration of gender concerns.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?

- ( ) 3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)
- (●) 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- ( ) 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project governance is clearly defined, outlining the roles and responsibilities of each partner and stakeholder

13. Have the project risks been identified using the risk assessment tools (Project Quality Assurance, Social and Environmental Screening Procedure, Partner Capacity Assessment Tool, Harmonized Approach to Cash Transfer, Private Sector Due Diligence, etc., if applicable), with clear plans stated to manage and mitigate each risk?

- 3: Project risks related to the achievement of results are fully described in the project risk register, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)
- (●) 2: Project risks related to the achievement of results are identified in the initial project risk register based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.
- 1: Some risks may be identified in the initial project risk register, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Project risks were assessed, and mitigation measures were proposed accordingly

Efficient | Status: Complete | Quality Rating: Exemplary

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design?

- (●) Yes
- No

*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The implementation will follow a cost-effective procurement method and a focus on delivering value for money. Benchmarking will be conducted to ensure the adoption of realistic and market-aligned cost estimates.

15. Is the budget justified and supported with valid estimates?

- (●) 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.
- 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.
- 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The budget is at activity level with funding sources and is specified for duration of the project period in a multi-year budget. The project budget is justified and supported with valid estimates which were benchmarked against previous and ongoing projects.

16. Is the Country Office / Regional / Global Project fully recovering the costs involved with project implementation?

- (●) 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)

2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.

1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

*Note: Risk management must be done for criteria with score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project covers all cost related to project activities

Effective | Status: Complete | Quality Rating: Exemplary

17. Have targeted groups, and particularly those marginalized, vulnerable, and left further behind (LNOB), been engaged in the design of the project?

3: Credible evidence that all targeted groups, prioritising discriminated, vulnerable and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)

2: Some evidence that key targeted groups have been consulted in the design of the project.

1: No evidence of engagement with targeted groups during project design.

Not Applicable

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Consultations were carried out with all relevant stakeholders, including government institutions, local authorities and community representatives. These discussions aimed to gather diverse perspectives, identify key challenges, and ensure that the project aligns with national priorities and community needs.

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

Yes

No

*Note: Risk Management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project gives flexibility to adjust project strategies

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

Yes

No

*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project takes gender aspects into consideration at each output

20. Have societal digital risks and opportunities been taken into account when designing the project's approach and have digital or data technology solutions been considered to enhance the efficiency, effectiveness and scalability of project results?

3: To the extent possible, societal digital risks and opportunities have been investigated when designing the strategy and Theory of Change, and the potential use of digital or data technologies in project activities has been considered in line with UNDP's digital standards and data principles. (All must be true)

2: Only the potential use of digital or data solutions in project activities has been considered in line with UNDP's digital standards and data principles, but there is no or limited evidence that aspects of inclusive digital societies have been considered in the design of the

strategy or Theory of Change.

- (○) 1: Neither societal digital risks and opportunities, nor digital or data technology solutions were specifically considered in the project design or, UNDP's digital standards and data principles are not taken into account when intending to use digital or data technology solutions in project activities.
- (○) Digital considerations are not relevant to this project.

***Applicable only to option "Digital considerations are not relevant"**

- [ ] 1: Societal digital transformation is not a government or contextual priority
- [ ] 2: A non-digital approach yields higher effectiveness and efficiency
- [ ] 3: Other (specify in the "Evidence" section)

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project's various activities will incorporate digital technologies for implementation.

Sustainability & National Ownership | Status: Complete | Quality Rating: Exemplary

21. Have national / regional / global partners led, or proactively engaged in, the design of the country / regional / global project, respectively?

- (●) 3: National / regional / global partners have full ownership of the country / regional / global project and led the process of the development of the project jointly with UNDP.
- (○) 2: The project has been developed by UNDP in close consultation with national / regional / global partners.
- (○) 1: The project has been developed by UNDP with limited or no engagement with national partners.

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project was developed in collaboration with METEO Rwanda and the World Meteorological Organization

22. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

- (●) 3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.
- (○) 2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.
- (○) 1: Capacity assessments have not been carried out
- (○) Not Applicable

*Note: Risk management must be done for criteria with score of 1.

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

The project includes a strategy to strengthen the capacities of national institutions and partners, based on the National Gap Analysis Report and the National Contribution Plan developed prior to the project's design.

23. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?

- (●) Yes
- (○) No
- (○) Not Applicable

*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

These activities are expected to be implemented by UNDP as the Implementing Entity

24. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

- (●) Yes
- ( ) No

*Note: Risk management must be done when the response is "No".

Evidence (Enter a short explanation or upload a document that provides evidence for your response)

Towards the end of the project, an exit strategy is formulated to ensure that the positive impacts of the project are sustained even after its completion. This involves transferring responsibilities, where necessary, to local entities or stakeholders.