

Quarterly Project Progress Report

China-Zambia South-South Cooperation on Renewable Energy Technology Transfer

July 2015



Basic Project Information

China-Zambia South-South Cooperation on Renewable Energy Technology Transfer

UNDP Award ID	00091276
UNDP Project ID	00082283
Project Duration	September, 2014 - August, 2018
Reporting Period	April 1 2015 - June 30 2015
Implementing Partners National collaborating agencies	Department of Energy, University of Zambia, Kafue Gorge Regional Training Centre, Rural Electrification Centre
UNDP Project Manager	
UNDP Project Assistant	

1. Executive Summary

Project Manager has been hired in Zambia and has since reported for work. The Project Assistant's recruitment process had been concluded and the candidate will report for work in August 2015. UNDP Zambia however, has been coordinating activities with the Department of Energy to ensure that the activities that were planned have been initiated as planned.

One of the key initiatives taken in Q2 has been to maintain a regular and swift communication channel between all implementing partners. Every fortnight, the parties convene over a teleconference call to discuss and present issues that may have arisen and to plan ahead for upcoming activities. The teleconference progress meetings have developed throughout the second quarter. Meeting minutes, with clear action points are systematically taken and shared between implementing parties and also with the implementing parties in the parallel project with Zambia. UNDP remains the bridge between the projects and is the only partner placed to ensure that learning, capacity building and dialogue takes place across projects and platforms.

One of the initiatives taken includes holding more in-depth technical meetings between resource persons in China and the interim PMU in Zambia. The TORs for the consultancy on barriers to electricity access have been finalized and awaiting publication so that expressions of interest can be

received. In addition, Project Technical Committee has been developed and awaits approval by relevant organs of the Department of Energy.

2. Project Implementation Status and Key Results

UNDP China has coordinated ongoing progress communication meetings. These are held every two weeks. The purpose of these meetings is to identify key issues of activity planning and coordination, and to avoid delays due to lack of information and timely communication. To support this approach, the following documents have been developed: 1) a preliminary calendar indicating meeting dates and time and 2) a contact list for all persons involved in project implementation which includes email, telephone number and skype ID for each participant. A joint Activities Overview document is yet to be developed. This document highlights specific activities where the Zambia PMU relies on input from the China PMU or Chinese experts and vice versa. The Joint Activities Overview will be a key tool to ensure good and timely planning of activities that require input from one PMU to the other.

Mr. Wang Jingjing, a secondee from China's Ministry of Commerce continued to work with the project to develop and strengthen partnerships in UNDP Zambia. The secondment supports the implementation of this project through Mr. Jingjing's involvement in it. Furthermore, Mr Jingjin greatly contributes to an understanding of China's official development aid in Zambia. Mr Jingjin is employed in the Ministry of Commerce in China but is seconded to UNDP Zambia between January and June 2015.

3. Activities and Outputs

- a. The PMU Zambia has been setup and key staff have been recruited including a Project Manager who is in office. The Admin/ Finance Assistant is expected to report for work in August 2015. The main focus of the PMU has been to establish their institutional setup, define roles and responsibilities and to initiate project activities. Zambia PMU has completed procurement of office equipment and furniture and setup facilities within Department of Energy though office space is a challenge.
- b. The Project Steering Committee took place in April 2015 at which point it was noted that there was need to establish a Project Technical Committee (PTC) which should deal with technical issues around the thematic areas of solar and small hydro power development and deployment. The meeting approved the 2nd Quarterly workplan and was attended by among others representatives from the Chinese Embassy in Zambia.

- c. Zambian PMUs has worked to developing TORs for short term consultancies that shall conduct the review of renewable energy policies. The TORs are to be published on the website in August 2015. Input to the TORs has been provided by UNDP China and ACCA21.
- d. Selection criteria have been developed for the selection of the small hydro site. The UNDP China and ACCA21 have provided input to the selection criteria. The criterion is awaiting approval by the Project Steering Committee (PSC). As soon as the approval is done by PSC, the final selection of the site will be done from the potential sites that have been identified and shared by Rural Electrification Authority (REA), Department of Energy and SNV Zambia.
- e. Communication has been enhanced by preparation of the project brochure as well as establishment of a social media page to increase the outreach of the project. So far a number of people have liked the page and more information including adverts for special events will be placed on the site.
- f. Micro assessments for financing modalities to Department of Energy was also undertaken. This is called the Harmonized Approach to Cash Transfer (HACT). The recommendations of the report show that some capacity development activities such as trainings need to be undertaken with the Department of Energy to enhance the Department's capacity to manage funds in line with UNDP corporate provisions and guidelines

2. Zambia PMU Expenditure Overview

Financial Information Summary (USD) Reporting Period: April 2015 to June 2015

Zambia Project ID: 92537	Activity	Budget description	Budget	Expenditure	Explanation for Variance
	1.1.1: Finalization of review of the implementation of policies and legislation for rural electrification using off-grid technologies	Consultancy	3000	0	The consultant has not yet been hired. As soon as the consultant is hired and report submitted in 3 rd quarter, an expense on this line will be recorded
	1.1.2: Convene working group meetings to review implementation of policies and legislation to address gaps and develop and finalize policies for rural electrification using off-grid technologies	Training Workshops and Conferences	15000	0	This activity awaits activity 1.1.1 above
	2.1.1: Creation of demonstration, testing and training facilities for priority technologies	Workplan	3000	0	Activity is dependent on 1.1.1
	2.2.2: Support one renewable energy rural electrification project.	Desk work by DoE	3000	0	Meetings have been held to develop small hydro site selection criteria and also to review the potential sites. Cost for the meetings have been co funded by implementing institutions

	4.1.3: Set up Project Steering Committee	Workplan	250	TBA	
	4.2.1: Create project coordination and management structure	Meetings	15000	0	The global steering committee meeting has been rescheduled to future date later in the year 2015
	4.2.2: Convene stakeholder group meetings	Meetings	0	0	
		Human resources	8,416	0	Project Manager and Admin Assistant to start work in 3 rd Quarter 2015
		Equipment	60,000	TBA	
	TOTAL				

3. Project Management and Oversight

Monitoring and Evaluation

There have not been any specific monitoring or evaluations activities carried out in the second quarter.

Risk management

The project has had a slower than expected implementation in 2nd quarter. It has taken longer to recruit appropriate staff for the PMU in Zambia. Furthermore, development of TORs for consultants has been a learning process which has taken longer than expected. This process has been positive due to the learning outcome achieved, however, it has also delayed recruitment and selection of the consultants needed for RETT policy review.

UNDP expects that activities will catch up and be on track again by the mid of Q3, however, if any further delays occur, a no cost extension may need to be considered.

Communication and advocacy

A project brochure has been developed and finalized. A social media based project page has been set up to reach out to the masses. More and more people are becoming aware about the project which will contribute to the advocacy for renewable energy technology transfer, development and deployment.

4. Management recommendations

The bi-weekly progress meetings are beneficial to all parties. Therefore, it is recommended to maintain this communication mechanism and to use it fully to identify risks, bottlenecks and issues as they arise, so as to reduce the risk of future complications.

UNDP Zambia and ACCA21 have identified the need to move a study trip forward from 2016 to Q3 of 2015. ACCA21 and UNDP China should make the study trip to assess the readiness of the centres of excellence for solar and mini-hydro, to embark on project activities, and to propose and conduct any capacity building activities that may need to take place.

5. Annexes

Annex 1: Project Brochure

Annex 2: Draft TOR for consultancy

Annex 3: Progress Meeting Minutes