



MEMO ON FMBE PROJECT CLOSING & ASSETS HANDOVER

16/06/2021

The Specific financing agreement for FMBE (Forests Management and Wood Biomass Energy Support) Project was signed on 20th December 2016, for a period of 54 months, ending on 20th June 2021.

Reference made to the resolutions of the Project Steering Committee (PSC N°6) held on 02nd December 2020, which has approved the closing plan of the project, the same PSC N°6 recommended that, *“For the project assets handover, the Chair and Co-Chair could discuss and decide on assets allocations depending on available needs at the end of the project” (Resolution4),*

The present Memo serves to provide guidance with regard to the project financial closing and assets handover.

A. Project Assets handover

(1) Project vehicles: There are 5 vehicles that were owned by the project, all bearing the IT Plates, registered under the Belgian Development Agency -Enabel. These cars comprise 2 Toyota Hilux pick (IT 145 RE; IT 524 RD) and a Toyota Land-cruiser Hard Body (IT 546RD) purchased in 2011 by the previous project, PAREF Be2. In addition to these, there are also 2 Toyota Hilux (IT 410RF and IT411RF).

Decision 1: *Considering that there is another ongoing DeSIRA -Agroforestry Research project in which the purchase of vehicles was not foreseen due to budget constraints, however there is a clear need of vehicles for the field data collection for at least the next 2 years; Considering also the prospective GCF-TREPA project which may be approved soon by the GCF Board, as well as the ongoing EPAFLEC -Forestry project proposal under development to be submitted to GCF through Enabel Accreditation;*

The two vehicles, TOYOTA Hulux with plate number IT 410 RF (AHTKS8CD601870736) and IT411 RF (AHTKS8CD201870761) should be retained to serve the above mentioned DeSIRA -Agroforestry Research project which is at the pick of on field activities, and later these vehicles will also serve those other projects in pipeline.

The other three vehicles IT145 RE (AHTFR22G806062154), IT524 RD (AHTFR22G306036027) and IT 546 RD (JTEEB71J807011704), in principle they should be handed over to MININFRA. However considering the expressed need of vehicles in the Environment and natural resources sector, especially supporting the

collection of Meteorology and timely Weather Information which are very relevant in mainstreaming Environment and Climate Change, the Steering Committee recommends that they should be retained to remain serving the Environment sector. The Ministry of Environment and its affiliated Agencies will need to formally request these cars through MININFRA.

(2) Project Motorcycles : There are three motorcycles which were being used by the District Forests and Natural Resources Officers (DFOs) in Rwamagana (RIT301B, SN-BHORO1DA3H0000175) and Gakenke (RIT302B, SN - BHORO1DA5H0000176) and the one which was used by the project staff in Kigali City (RIT300B , SN- BHORO1DA1H0000174).

Decision 2: Considering that these motorcycles were already in use at District level supporting the District Forest Officers at Rwamagana and Gakenke, and considering the expressed wish to retain them, **these motorcycles should remain as district property, respectively for Rwamagana and Gakenke where they are already located, and the one in the project stock should be donated to Rulindo District.**

(3). Office and work equipment: There are several materials and equipment used by the project staff at office and work (Annex1: Assets Inventory). These include 10 laptop computers; 3 desktop computers and their accessories; 16 GPS tablets; 7 screen monitors; printers, office tables and chairs, books, etc...

Decision 3: In principle, all the project equipment (including hard and soft equipment) should remain the property of Rwanda Forestry Authority. However considering the different locations of equipment, it is decided as follows:

- **All Computers (10 laptops and 3 desktops), screen monitors and accessories, as well as the 16 GPS -Tablets, plus any other electronic devices in stock from the previous PAREF Be2 project , and all equipment associated with forestry inventory and measurements (GPSs, balances; clinometers, tape measures ,chain saws, etc....) should be handed to RFA.**
- Office printers, screen monitors, chairs and tables located in Gakenke and Rwamagana should remain as office **equipment of the districts.**
- Office printers and photocopier, tables, chairs and cupboards as well as any other materials and equipment which were being used by the FMBE staff in Kigali will remain serving as office equipment for DeSIRA project.

B. Financial Closing of the project.

Since the project is coming to the end, and considering the remaining expenditures and pending commitments, there are about **20,000 EUR** estimated as a balance on project accounts by the 20th June 2021.

In line with the **Article 12.2** of the Specific Agreement which states that “Funds available for activities started before the expiration of this Specific Agreement will be automatically used beyond this date in case the related contracts have not been fully executed at the end of the said duration”, the following decisions are taken with regard to the remaining uncommitted balances on accounts:

Decision 4: Considering the above mentioned outstanding balance at closing (the main part being the amount that had been reserved to addressing the GCF Comments in finalization of TREPA Proposal, and as of to date it shows that the proposal has successfully passed the technical approval stages towards the Board, **it is decided to use this amount to purchase**

more GPS Tablets to support Rwanda Forestry Authority in rolling out the trainings and use of the FMES software across districts. Allocating at least 18,000 EUR could purchase additional 30 GPS Tablets to be handed over to RFA. However, given that the procurement process could take time, it is recommended to use the same supplier who provided the previous Tablets.

Decision 5: Given that the project had planned a closing event as capitalization opportunity to take stock of lessons learnt and share them to other stakeholders, and this project closing event was planned in the week of 14th June, however it was decided to postpone it due to other conflicting agenda, and considering the importance of holding such a Round -Table Discussion Event, it is exceptionally approved to hold that closing event at a later convenient date after 20th June with all the associated costs (venue, participants per diems, catering services, potential printings and decorations, etc.).

C. Project Staff contracts

The project was implemented through the SPIU of former RNRA which changed to SPIU/RWFA and today SPIU/RFA. There are 7 contractual staff who were specifically recruited under SPIU modalities to support the implementation of the project on a full time basis, and their contracts end with the project. These include:

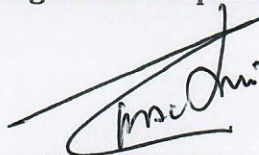
- 3 technical staff (2 National Technical Assistants/Forest Specialists, and 1 GIS Specialist) namely Jerome TUYISINGIZE, Muniru MURWANASHYAKA and Christelle UMWALI.
- 1 Project Secretary, namely Christine UDAHEMUKA
- 3 drivers, namely Antoine MUDAHERANWA, Justin NGARAMBE and Jean Paul SAFARI.

Decision 6: Considering the high performance and professionalism of all the project staff, most especially the 3 technical staff (Muniru MURWANASHYAKA, Jerome TUYISINGIZE and Christelle UMWALI) who have been driving the innovative approaches brought by the project and which are to be scaled up in the framework of implementing the National Forestry Sector Strategy (2018-2023) with a particular emphasis to the restoration and sustainable management of private small holder forests (PFMU approach),

All these project staff are recommended for retention, should there be any opportunity within SPIU/RFA, Enabel or any other Partner supporting the sector.

Particularly for the three Technical staff (Muniru MURWANASHYAKA, Jerome TUYISINGIZE and Christelle UMWALI), given that they have been trained as Master Trainers for the newly developed FMES/DFMP software and there are still some funds acquired from Brussels Capital Region (RBC) to support the maintenance and roll out trainings on the use of the software within districts across the country, these 3 staff should be retained on a short-term basis as budget may allow, to continue supporting RFA Staff in these trainings.

Project Closing Memo Prepared by



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Approved by



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Dirk DEPREZ
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Permanent Secretary /MoE
(Chair of PSC)

Annex 1: Copy of project Assets Inventory