

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA



GREAT LAKES TRADE FACILITATION PROJECT (GLTFP)

SUMMARY PROGRES REPORT ON ANNUAL WORK PLAN 2017

PLANNED ACTIVITIES	COMMENTS	STATUS
1. STAFFING & PROCUREMENT		
Recruitment of Procurement Expert	Procurement Expert was recruited. She is from Zambia and joined office in January 2017.	completed
Recruitment of Project Accountant	Project Accountant was recruited. He is from Mauritius and joined office on 11 April 2017.	completed
Recruitment of Regional Trade Information Desk Officer(TIDO)	Regional Information Desk Officer was recruited. He is from Rwanda and his office is based in Rubavu, Rwanda. He joined office on on 1st November 2017	completed
Recruitment of Trade Information Desk Officers (TIDOs)	18 Trade Information Desk Officers (TIDOs) had so far been recruited by the project divided as follows: <ul style="list-style-type: none">• 10 from DR Congo;• 04 from Rwanda; and• 04 from Uganda. Two TIDOs from Uganda is yet to be recruited which will make the total number of TIDOs to 20 working under the project.	Almost completed

	The recruitment of two TIDOs is planned for the 2 nd week of December 2017.	
Procurement of office furniture and office equipment for project staff at COMESA Secretariat.	Office furniture and office equipment for project staff at COMESA Secretariat was purchased in January 2017.	completed
Procurement of office furniture and office equipment for TIDOs at border post.	Office furniture and office equipment for TIDOs was purchased in November 2017.	Completed
2. PREPARATION OF WORK PLAN & PROCUREMENT PLAN		
2.1 Prepare outline work programme and budget for COMESA component of the GLTFP	Three-year work plan and budget estimates was prepared. The document was revised and approved.	Completed
2.2 Prepare a detailed work programme and budget for the COMESA component of the GLTFP for the current year.	GLTFP 2017 work programme & budget estimates was prepared and approved. GLTFP 2018 work programme & budget estimates will be presented to PSC Meeting in November 2017 and after to World Bank for approval.	Completed
2.3 Audit of GLTFP Accounts	The Audit of GLTFP Accounts for the period July to December 2016 was carried out in 2017.	Completed
2.4 Prepare procurement plan for the lifetime of the project and revise procurement plan every year.	Procurement Plan prepared and approved by World Bank. Revised Procurement Plan for 2017 will be submitted to PSC Meeting in November 2017 for consideration.	Completed
2.5 GLTFP Procurement Post Review(PPR) – Fiscal Year 2017	World Bank Group conducted a Procurement Post Review (PPR) of contracts below the Prior Review Threshold (PRT) in May 2017 .	Completed

<p>3. SUPPORT FOR REGIONAL COORDINATION OF THE POLICY AND PROCEDURAL REFORMS AT THE TARGETED BORDER CROSSINGS AND REGIONAL TRAINING FOR TRADERS AND OFFICIALS.</p>		
<p>3.1 Participation of the COMESA staff in selected Member States activities on the project at the request of project Member States.</p>	<p>The Project Coordinator participated in the meeting of experts of the Joint Committee on Facilitation of Cross-Border Trade between Rwanda and DR Congo from 30-31 January 2017.</p> <p>The Project Coordinator also participated in bilateral meeting between the Ministers of Trade of the DRC and that of Rwanda from 20-22 April 2017.</p> <p>Another bilateral meeting between the Ministers of Trade of the DRC and that of Rwanda is scheduled from 19 to 21 December 2017 in Rubavu, Rwanda where COMESA Secretariat has also been invited.</p>	<p>Completed</p>
<p>3.2 Meeting of the Project Steering Committee.</p>	<p>GLTFP held three PSC Meetings this year. The last PSC Meeting of 2017 will be take place on 30 November 2017.</p>	<p>Partly completed</p>
<p>3.3 Meeting of the RCC Meeting</p>	<p>The second RCC Meeting of GLTFP was conducted in June 2017 in Kampala, Uganda. The third RCC Meeting will be conducted ON 14-15 December 2017 in Kigali, Rwanda.</p>	<p>Partly completed.</p>

3.4 Hire of Simplified Trade Regime (STR) Consultant and holding of Regional Dialogue on the STR	STR Consultant was hired in October 2017 from Uganda. Regional Dialogue on the STR held in Musanze town, Rwanda from 27-29 September 2017.	On -going activity
3.5 Development of Application for data collection	COMESA Regional Application was developed by IT Department of COMESA Secretariat using internal resources.	Completed. Funding allocated to APP not utilized.
3.7 Hire consultants to develop training manuals for Training of Trainers and delivery of training.	<p>The contract of consultant for the development of training manuals for Training of Trainers had been finalized. And is being vetted.</p> <p>The training manuals are expected to be delivered during the first quarter of 2018 and training will also be delivered during the same period.</p>	In progress. COMESA staff and STR Consultant will continue to conduct training using existing materials on the STR and Minimum Standards for treatment of small-scale cross border traders at all the 10 project borders in December 2017.
Operationalisation of TIDOs	<p>Two training for TIDOs were conducted in 2017 namely one in June 2017 in Rubavu, Rwanda and the second training was conducted in November 2017 in Lusaka, Zambia.</p> <p>Recruitment for remaining two TIDOs from Uganda will be done during the second week of December 2017.</p> <p>Office furniture, office equipment, office supplies and smart phones have all been procured.</p> <p>The procurement of solar panels and modems for internet are yet to be finalized.</p>	In progress

	Supervision and evaluation conducted at all the project borders in November 2017.	
4. IMPLEMENTATION SUPPORT AND COMMUNICATIONS		
4.1.4 Holding staff training	<p>The Interim and Project Accountant attended two weeks training organized by Kenya School Government this year.</p> <p>Further training organized by World Bank Office in Lusaka was attended by the Procurement Expert and Project Coordinator in July 2017.</p>	Completed
4.2 MONITORING AND EVALUATION		
Recruitment of part time M& E Expert	The Terms of Reference for the recruitment of a part time M&E Expert for the project is yet to be finalized.	In progress
4.2.1 Undertake bi-annual supervision missions to border posts and reports.	The Project Coordinator and M& E Expert from COMESA Secretariat participated in data collection by M& E experts from both DRC and Rwanda from 12 th -24 th March 2017 at the two project borders, namely Goma/Rubavu and Risizi 1/Bukavu.	Completed
4.2.3 Prepare templates of all monthly, quarterly and annuals reports.	This activity is to be implemented by the Project Coordinator in collaboration with the M& E Unit of the COMESA Secretariat.	Completed. Bank has provided new reporting template. The project will use the template provided by the Bank for reporting starting from the first quarter in 2018.
4.2.9 Holding mission in Rwanda and Uganda on ICBT consultations and conduct of regional workshop on harmonization of ICBT data.	<p>A team from Statistics comprising of three experts visited Rwanda and Uganda borders from 27-31 March 2017 as part of the preparation for holding regional workshop.</p> <p>The Regional Workshop on harmonization of ICBT data was conducted in Kigali, Rwanda in July 2017.</p>	Completed

<p>4.2.11 Engage the existing Webmaster of COMESA Secretariat to develop the project website for small scale traders.</p>	<p>Webmaster from COMESA Secretariat had been engaged for development of GLTFP website. Work at advance stage and expected to be completed by December 2017. The website is now accessible to the public at http://gltfp.comesa.int/</p>	<p>In progress</p>
<p>5. COMMUNICATION</p>		
<p>5.1 Hire consultant to develop a project communication and advocacy strategy.</p>	<p>The contract of the consultant for the development of project communication and advocacy strategy is being vetted.</p> <p>The communication and advocacy strategy should be ready during the first quarter of 2018.</p>	<p>In progress.</p>