

ANNEX : 1

Roles and responsibilities of Development Planning Unit Focal Points, Central Monitoring Secretariat and EDPRS Facilitators

1. Thematic focal points

The roles of the Thematic Focal Points are to follow relevant line Ministries and EDPRS Implementation Working Groups throughout the public expenditure cycle; provide technical assistance to the relevant line ministries in elaborating their sector policies and strategies, budget request, sector reviews; and update the Central Monitoring Secretariat on key developments.

The secretariat of Thematic Focal Points covers the following areas:

- Private and Financial Sectors (comprising Private Sector Development; Manufacturing and Services; Financial Sector Development)
- Infrastructure (comprising Energy, Transport, ICT, Housing/Settlement and Urban Development; Water and Sanitation)
- Rural Development (comprising Agriculture and Animal Husbandry; Environment and Land Use Management; Mining)
- Human Development including Population issues (comprising Education, Science and Technology, R&D; Health and Population)
- Governance (Justice, Security, Capacity building and Employment; Decentralization and Productive Social Transformation)
- Cross-cutting issues (Gender, HIV/AIDS, Youth, and Sustainable Development).

With the exception of Cross-Cutting Issues, the general attributes of the Focal Points are to:

- Assist the relevant sector(s) in elaborating and keeping up to date concerning sector policy and strategic plan, as well as an annual action plan. Provide technical assistance and identify additional support required where necessary.
- Review the sector Medium Term Expenditure Framework (MTEF) nomenclature to ensure a link between the sector strategy and the MTEF.
- Ensure that a Joint Sector Review is held in April of each year. Actively participate in the review and assist the sector in conducting a public expenditure review (matching of public expenditure and set objectives) and public expenditure tracking survey (tracking that public expenditures reached the targeted beneficiaries) , where required.
- Contribute to the elaboration of the EDPRS Semester/Annual Progress Report in the relevant sectors.
- Analyze the sector budget request (annual budget as well as the MTEF) and the strategic issues paper.
- Analyze budget execution, and prepare summary statement.
- Prepare and maintain a database of all partners in the sectors (development partners, NGOs, private enterprises).

- Organise the Network of Planner's meeting in June every year together with other Thematic Focal Points.
- Update the Central Monitoring Secretariat on main progress in relevant sector (s)

For the Cross-Cutting Issues, general attributes are to:

- Analyse developments with respect to all cross-cutting issues.
- Work with the Cross-Cutting Issues (CCIs) Facilitators in ensuring that cross-cutting issues are properly addressed in the work of other sectors.
- Assist the Districts in elaborating their District Development Plan, Annual Budget, and Annual Action Plan.
- Provide technical assistance and identify additional support required where necessary.
- Analyse budget execution, and prepare a summary statement.
- Prepare and maintain a database of all partners related to the cross-cutting issues (development partners, NGOs, private enterprises).
- Analyze budget execution, and prepare a summary statement.

In addition to thematic monitoring and assistance duties, five of the Focal Points have also to monitor developments in one of the five Provinces. The specific duties are as follows:

- Provide technical assistance and identify additional support required where necessary in the elaboration and monitoring of District Development Plans, annual budget and annual actions plans.
- Producing Province reports which compile and analyse the EDPRS Province Facilitators' reports on District developments, budget proposal and project status.
- Prepare and maintain a database of all partners operating in the Province (development partners, NGOs, private enterprises).

2. EDPRS Central Monitoring Secretariat

The Central Monitoring Secretariat consists of six staff: three Policy Analysts (one Economist, one Social Science Researcher and one Statistician), one EDPRS Monitoring and Evaluation Specialist, one person in coordinating Data and Research and one Communications Specialist.

In practice, the Central Monitoring Secretariat is responsible for drawing out the overall national implications of sector specific plans and developments. This secretariat therefore relies heavily on the work produced by the Thematic Focal Points. Whereas the Thematic Focal Points are the main National Development Planning and Research Unit link outside MINECOFIN, the policy analyst is the main National Development Planning Unit link within MINECOFIN.

The role of the Policy Analysts is to:

- Liaise with the Focal Points and EDPRS Facilitators to identify implementation failures, providing analysis and recommendations for resolving them.

- Conduct Poverty and Social Impact Assessments, drawing on existing data sources.
- Work closely with other MINECOFIN Units (particularly the Budget, Inter-Governmental Fiscal Transfers and Macro Units) to ensure EDPRS priorities are reflected in implementation.

The role of the Monitoring and Evaluation (M&E) Specialist is to:

- Monitor the trends and determinants of poverty in Rwanda.
- Operationalise the comprehensive national monitoring and evaluation framework.
- Assist M&E Staff in line ministries and districts to maintain their M&E system.
- In conjunction with staff from line ministries and NISR, periodically review monitoring indicators.
- Contribute to the preparation of the Joint Budget Support and Public Finance Management (PFM) meeting.
- Assist in the roll out of the Citizen's Report Card and Community Score Cards.

The role of the Data and Research Coordinator is to:

- Liaise with the National Institute of Statistics (NISR), training and knowledge institutions outside government, such as universities and think-tanks, to collect information on studies being conducted.
- Maintain and disseminate a database on studies relevant to EDPRS monitoring and evaluation.

The role of the Communications Specialist is to:

- Ensure production and dissemination of the EDPRS document and summaries (including a shorter, popular version in Kinyarwanda).
- Coordinate production of accompanying materials (posters, advertisements etc)
- Liaise with the mass media (radio, newspapers and television) to publicise messages and organise workshops to disseminate messages from the EDPRS and Annual Progress Report to stakeholders.
- Develop methods for 'upward communication' on EDPRS progress and priorities from grass-roots to GoR.

The role of the Facilitators within the line Ministries is:

- Assisting lead ministries/provinces in the establishment and strengthening of strong monitoring and evaluation systems. This will entail assembling and collecting information on the EDPRS indicators, analysing changes in the indicators, ensuring feedback from this analysis into policy making and proposing measures to stakeholders for improving the monitoring system over time.
- Establishing baseline data/information. Coordinating and liaising with the National Institute of statistics, the statistics and budget unit in their respective ministries/sectors to establish baseline data where this data is lacking.

- A close follow up of all activities of the sector/province in the implementation phase of the EDPRS, including:
 - Preparation of a summary of key developments in the sector, including achievement, issues, and next steps in preparation, i.e. *before* the joint budget support and PFM meetings. *After* the review, prepare a summary of the main discussions made during the review related to the sector.
 - On a quarterly basis, prepare a briefing for the Focal Point on the status of the main projects operating in the sector, highlighting their execution rates and implementation bottle-necks.
- Sector consultation and coordination. This involves setting clear roles and responsibilities among the sectors and the facilitators have to be seen as playing a critical role.
- Communication and information dissemination.
- Helping to ensure that there is broad participation of all the stakeholders at the sector and province level during the implementation period of the EDPRS.

The role of the Facilitators on Cross-Cutting Issues is:

- Work with the CCIs Focal Point in ensuring that cross-cutting issues are properly addressed in the work of other sectors, producing CCI checklists and attending working group meetings.
- Preparation of one page summary of key developments related to each of the cross-cutting issues in time for the budget process.
- On a quarterly basis, prepare a briefing on the status of the main projects related to these cross-cutting issues, highlighting their execution rates and implementation bottle-necks.

The role of the Facilitators in each Province is as follows:

- Assist the Districts in elaborating their District Development Plan, Annual Budget, and Annual Action Plan.
- Assisting Districts in the establishment and strengthening of strong monitoring and evaluation systems. This will entail assembling and collecting information on the EDPRS indicators (including baseline data), analysing changes in the indicators, ensuring feedback from this analysis into policy making and proposing measures to stakeholders for improving the monitoring system over time.
- Preparation of summary of key developments in each of the Districts, in preparation of the District Review Process, including achievement, issues, and next steps in preparation. After the review, prepare a summary of the main discussions made during the review for each District.
- Analyse the draft budget proposal (annual budget as well as the MTEF) and prepare a summary statement for each of the Districts.
- On a quarterly basis, prepare a briefing on the status of the main projects operating in the Districts, highlighting their execution rates and implementation bottle-necks.