

REPUBLIC OF RWANDA



NATIONAL WOMEN COUNCIL (NWC)

Annual Action Plan 2017/2018

Programme	Sub Programme	Output	Indicators	Baseline	Targets/Milestones	Q1	Q2	Q3	Q4	Activities to Deliver output	Stakeholders	Estimated budget	
											788 023 030		
Outcome 1: Systems and Processes enhanced to facilitate Women actions											131 408 960		
Women Empowerment	Women Empowerment	Output. 1.1: NWC structure streamlined	Availability of Quarterly Provincial and CoK coordination meeting reports	New activity	Quarterly Provincial and CoK coordination meeting report	Quarterly Provincial and CoK coordination meeting conducted	Quarterly Provincial and CoK coordination meeting conducted	Quarterly Provincial and CoK coordination meeting conducted	Quarterly Provincial and CoK coordination meeting conducted	1. Conduct a quarterly provincial coordination meetings with NWC Committee members, stakeholders and partners on women empowerment	NWC, MINALOC, Province and Kigali City, Districts	6 000 000	
			Availability of annual joint M&E of women achievements report	M&E Report of 135 cooperatives of vulnerable women	Q4: Annual Joint M&E of women achievements	0	0	0	0	Annual Joint M&E of women achievements conducted	2. Conduct an annual joint monitoring and Evaluation with partners on Women Achievements	NWC, MIGEPROF, GMO, NCC, RCA, BDF, NYC, MIFOTRA and Partners	1 001 796
			Availability of NWC Retreat report	Report of NWC Staff retreat and NWC Committee members at Rubavu Serena Hotel	Q2: A retreat of NWC Secretariat staff and NWC Committee members at National level	0	A retreat of NWC Secretariat staff and NWC Committee members at National level	0	0	0	3. Organize and conduct a retreat of NWC Secretariat staff and NWC Committee members at National level	NWC, MINECOFIN, MIGEPROF,	4 600 000
			The presidential elections mobilization report	New activity	Q1: Mobilization 7460 NWC Committee members from National to Cell level on their role in Presidential elections	7460 NWC Committee members	0	0	0	4. Mobilize women on their role in the presidential elections through Umugoroba w'ababyeyi, Radio emissions, public works	NWC, Gender Machinery, NEC,	76 800 000	

Output 1.2: National and International Women days organized and celebrated		Previous Reports of General Assembly at Province level	Q1: NWC General Assembly at all Province level	Four (4) NWC general assembly at Province level	0	0	0	5. Conduct NWC General assembly at all Province level	Lead: NWC MIGEPROF, MINALOC, Provinces, Districts NWC, MIGEPROF, GMO, NCC, RCA, BDF, NWC, MIFOTRA and Partner	
	IRWD approved report	Previous Apporved report of IRWD 2016/17	Q2: IRWD Celebrated and reported	0	IRWD celebrated	0	0	6. Organize and celebrate International rural Women's Day (IRWD)		2 650 000
	16 Days of activism report	Previous apporved report of 16 Days of Activism 2016/17	Q2: 16 Days of Activism	0	16 Days of Activism commemorated	0	0	7. Organize and commemorate 16 days of activism towards Women		2 650 000
	IWD Approved Report	Previous apporved report of IWD 2016/17	Q3-Q4: IWD	0	0	IWD celebrated	IWD Report available	8. Mobilize Women to participate to International Women day 2018		6 600 000
	Approved report of the commemoration of Women and children killed in Genocide against Tutsi in 1994	Previous approved report of commemoration of Women and children killed in Genocide against Tutsi in 1994	Q3-Q4: Commemoration of Women killed in Genocide against Tutsi in 1994	0	0	Women and children killed in Genocide against Tutsi in 1994 commemorated	Commemoration of Women killed in Genocide against Tutsi in 1994 commemoration report available	9. Commemoration of Women and children killed in Genocide against Tutsi in 1994		800 000

		Output 1.3: NWC Statutory Meetings organized	Approved report of the 16th NWC General assembly	Report of 15th NWC general assembly	Q1: NWC general assembly	The NWC General Assembly conducted	0	0	0	10. Conduct NWC General assembly at National Level	Lead: NWC MIGEPROF / MINALOC, DISTRICTS	5 335 716	
			NWC Executive meeting approved reports	Report of previous NWC meetings	Q1-Q4: NWC executive meeting reports	1 Executive meetings conducted	1 Executive meetings conducted	1 Executive meetings conducted	1 Executive meetings conducted	11. Organize and conduct the NWC executive meetings			13 754 296
			NWC Bureau meeting approved reports	Reports of previous meetings	Q1-Q4: NWC Bureau meetings	3 Bureau meetings conducted	3 Bureau meetings conducted	3 Bureau meetings conducted	3 Bureau meetings conducted	12. Conduct the nwc bureau meetings			7 222 864
			NWC Audit committee meeting approved reports	Reports of previous meetings	Q1-4:NWC audit committee meeting reports available	Audit Committee meeting	Audit Committee meeting	Audit Committee meeting	Audit Committee meeting	13. Conduct NWC Audit committee meetings			3 994 288
Outcome 2: Increased participation, especially women and youth, in decision-making and democratic processes at all levels												189 622 956	
		Output 2.1: Women capacities in Leadership & Entrepreneurship enhanced at all levels	6071 NWC Committee members trained	Number of NWC Committee members mobilized	4200 NWC committee members mobilized	Q1: 600 NWC Committee members	Q2: 1400 NWC Committee members	Q3: 1400 NWC Committee members	Q4: 600 NWC Committee members	14. Capacity building of women/girls leaders in Local Councils and National Women Council Committees	Lead: NWC MIGEPROF / MINALOC, RCA, MIFOTRA, BDF, RNP, RDF, RGB, DISTRICTS	164 872 956	
			Approved M&E report of 135 Cooperatives of Vulnerable women	Approved and published documentation of key achievements of supported 135 Women cooperatives	Availability of Women achievements documentation	Q1: Hiring a consulting company/ individual,	Q2: Inception report of women achievement document,	Q3: 1st and 2nd draft reports on women achievements,	Q4: Provision of feedback to 2 Districts,	15. Monitoring and documenting results achieved by vulnerable women cooperatives supported by NWC/ Joint Intervention program			24 750 000
					Availability of feedback report on 135 cooperatives of women supported and monitored	Provision of feedback to 3 Districts	Provision of feedback to 3 Districts,	Provision of feedback to 3 Districts	Final report of supported women achievements	16. a) Provide feedback to District officials on findings from M&E of 135 cooperatives, b) Monitor cooperatives of vulnerable women supported by NWC.			

Outcome 3: Justice system safeguards Women rights' are promoted											7 700 000	
		Output 3.1: Umugoroba w'Ababyeyi program monitored and evaluated in 30 Districts	Approved report of M&E UWA	Previous fiscal year report	Q1: 5 Districts Q2: 10 Districts Q3: 10 Districts Q4: 5 Districts	5 Districts	10 Districts	10 Districts	5 Districts	17. Organize Community based Dialogue (CBD) to fight against GBV, Human trafficking, early pregnancy, legal marriage through Umugoroba w'ababyeyi, 18. Organize M&E of UWA in 30 Districts 3. Distribute user guides, flyers embodying economic opportunities	NWC, MIGEPROF, Districts, MIFOTRA, RCA, WDA, MINEACOM	4 500 000
			Mobilization report on NEP	3164 women mobilized in FY 2016/17	Mobilize 3000 women	500	1000	1000	500	19. Through Umugoroba w'ababyeyi: *Mobilize women to access NEP Kora Wigire interventions *Link women to financial institutions *Mobilize women to join VSLA and graduate into cooperatives		3 200 000
Outcome 4: HUMAN RIGHTS, JUSTICE, AND GENDER EQUALITY PROMOTED AND IMPLEMENTED AT ALL LEVELS											20 625 000	
		Output 4.1: Advocacy and policy dialogue on Gender equality enhanced	Approved reports of International and National women's Day	Approved reports of women's Days, commemoration of women killed in Genocide against Tutsi 1994	Organize and conduct IWD 2018, Rural women day 2017, commemoration of 16 Days of Activism 2017, Commemoration of Women and Children killed in Genocide against Tutsi 1994	0	Q2: Organize and Conduct IRWD 2017 And Commemoration of 16 Days of Activism at Local government	Q3: Organize and Conduct the IWD 2018	Q4: Organize and Conduct the Commemoration of women and children killed in Genocide against Tutsi 1994	20. Organize advocacy and sensitization campaigns on gender equality principles and international commitments	Lead: NWC MIGEPROF, MINECOFIN, UNWOMEN, MINALOC, Districts	20 625 000
Outcome 5: Capacity of National Gender Machinery strengthened to play oversight and coordination role for analysis, mainstreaming and implementation of GE commitments											47 752 044	
		Output 5.1: Institutional Capacity of the National	Salary and staff allowances for one (1) Project Staff	Supporting documents of Monthly salary payment	Salary for two project staff	Salary of 3 Months	Salary of 3 Months	Salary of 3 Months	Salary of 3 Months	21. a) Provide technical support in human resource to facilitate project implementation	Lead: NWC MIGEPROF, MINECOFIN	47 752 044

		National Gender Machinery Strengthened		Supporting documents of transport and communication for Project staff	Transport and communication allowance for two project staff	Transport and communication cost for two (2) Project staff	Transport and communication cost for two (2) Project staff	Transport and communication cost for two (2) Project staff	Transport and communication cost for two (2) Project staff	Transport and communication cost for two (2) Project staff	b) Facilitate NGM Institutions project staff with transport, communication & other operational costs	IN, UNWOMEN,	
Outcome 6: Improved efficiency of NWC through provision of better administrative and management support services												390 914 070	
Administration and support services	Administration and support service	Output 6.1: Human resources support functions provided adequately and timely	Availability of supporting documents of salaries and other human resource services	Supporting documents of previous salaries and other HR management in FY 2016/17	Q1-Q4: NWC staff remunerated Monthly	Q1: Monthly remuneration of NWC Staff	Q2: Monthly remuneration of NWC Staff	Q3: Monthly remuneration of NWC Staff	Q4: Monthly remuneration of NWC Staff	22. Prepare and process 12 Monthly salary payments and other staff benefits	MINECOFIN, BNR	194 394 318	
			Availability of supporting documents of declarations of RAMA, CSR, TPR		Q1-Q4: NWC staff declarations performed					23. Provide the technical support in human resource management to the NWC,			
		Output 6.2: Accounts and budget functions adequately and timely executed (records, bank reconciliations, payment of invoices and missions)	1. Availability of supporting documents of payment of RAD	New activity	Q1: Prepare and process the payment of the case of RAD	Q2: Prepare and process a half of the debt for RAD	0	0	0	24. Prepare and process the payment of RAD	67 616 400	NWC, MINECOFIN, BNR, MINECOFIN, OAG	
2. Availability of proper accounts records based on IAS	supporting documents of different payments made by NWC in FY 2016/2017	Q1-Q4: Timely financial statements prepared accurately	Timely financial statements prepared accurately	Timely financial statements prepared accurately	Timely financial statements prepared accurately	Timely financial statements prepared accurately	25. a) Prepare and process timely payments requests addressed by suppliers and NWC staff, b) Prepare and process timely salary, mission allowances payment, c) Prepare and submit the NWC Cash flow 2017/18, d) Prepare 2017-2018 annual budget revision by December 2017, e) Prepare cash flows by 7th of the first Month of every quarter, f) Monitor budget execution by 15th of each	-					

	3. Availability of timely bank reconciliations reports	NWC Monthly Bank reconciliation of previous FY 2016/17	Q1-Q4: Monthly NWC bank reconciliation performed	Monthly NWC bank reconciliation performed	Monthly NWC bank reconciliation performed	Monthly NWC bank reconciliation performed	Monthly NWC bank reconciliation performed	26) Prepare the NWC Monthly bank reconciliations		-
	4. Availability of supporting documents of payment made by NWC	Supporting documents of payments and declarations made by NWC	Q1-Q4: Gather and file the supporting documents of payments and declarations made by NWC	Gather and file the supporting documents of payments and declarations made by NWC	Gather and file the supporting documents of payments and declarations made by NWC	Gather and file the supporting documents of payments and declarations made by NWC	Gather and file the supporting documents of payments and declarations made by NWC	27) a) Record and classify all financial documents, b) Perform the NWC declarations adequately and timely of VAT,		-
	5. Availability of NWC Monthly standardized financial reports adequately prepared and approved	Previous approved Monthly financial reports	Prepare and process the Monthly financial reports	Prepare and process the Monthly financial reports	Prepare and process the Monthly financial reports	Prepare and process the Monthly financial reports	Prepare and process the Monthly financial reports	28) Prepare and submit the Monthly financial reports		
Output 6.3: Procurement services conducted on time and in accordance with the law and procedure	Availability of supporting documents of procurement services conducted	Goods and services procurement and delivery reports in FY 2016/17	Q1-Q4: Procure administration and support goods and services	Procure administration and support goods and services	Procure administration and support goods and services	Procure administration and support goods and services	Procure administration and support goods and services	29) a) To prepare, process and deliver the administrative services, Office supplies: water and energy, communication costs, Bank charges, commissions and other financial costs, Reception and accommodation of visitors, Transport costs, Maintenance, repair and other spare parts, Security services, sports and recreational facilities, and Acquisition of available fixed assets	MINECOFIN, BNR, RPPA	128 903 352
	Availability of NWC approved procurement plan 2017/18	Procurement plan 2017/18	Q1: Produce NWC Procurement plan 2017/18	Produce NWC Procurement plan 2017/18	0	0	0	b) Prepare the NWC procurement plan 2017/18		

	Availability of Monthly procurement implementation 2017/18 report	Previous Monthly reports of NWC Monthly reports of 2016/17	Q1-Q4: Produce Monthly report of NWC procurement plan implementation	Produce Monthly report of NWC procurement plan implementation	Produce Monthly report of NWC procurement plan implementation	Produce Monthly report of NWC procurement plan implementation	Produce Monthly report of NWC procurement plan implementation	c) Monitor and report on NWC procurement plan 2017/18		
Output 6.4: Institutional internal audits conducted in line with national standards and on a timely basis	1. Proportion of Internal audit reports prepared on time and meeting national standards	Previous approved annual reports	Q1-Q4: a) Prepare the annual Audit plan, b) Conduct Quarterly Audit,	Q1: 1. Prepare Annual audit Plan for FY 2016/17 2. Conduct Annual audit and report for FY 2016/17	Q2: Conduct the first Quarter audit report for FY 2017/18	Q3: Conduct the second Quarter audit report for FY 2017/18	Conduct the third Quarter audit report for FY 2017/18	30) a) Develop and monitor annual audit plan by June 2017. b) Conduct internal audit on quarterly basis	NWC, MINECOFIN, AOG, MIGEPROF, BNR,	-
	2. Availability of audit recommendations for institutional performance improvement	Previous recommendations of Internal Audit for FY 2016/17	Q1-Q4: Produce the quarterly report of NWC Internal audit recommendations implementation	Produce the quarterly report of NWC Internal audit recommendations implementation	Produce the quarterly report of NWC Internal audit recommendations implementation	Produce the quarterly report of NWC Internal audit recommendations implementation	Produce the quarterly report of NWC Internal audit recommendations implementation	c) Prepare and evaluate the NWC internal audit recommendations		-
Output 6.5: Administrative assistant technical services provided adequately and on a timely basis	1. Availability of a proper record management system for all correspondences	The incoming and outgoing correspondence in the register book for FY 2016/17	Q1-Q4: a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	31) a) Receive and send correspondences b) Sort mail and dispatch them respectively, c) Record documents and mails, d) Control the quality of documents and mails before the transmission of them	NWC, MIGEPROF	
	2. Availability of a well updated diary of appointments	Previous Executive Secretary diary book for FY 2016/17	Q1-Q4: Avail and monitor the updated diary of appointment of NWC Executive Secretary,	Avail and monitor the updated diary of appointment of NWC Executive Secretary,	Avail and monitor the updated diary of appointment of NWC Executive Secretary,	Avail and monitor the updated diary of appointment of NWC Executive Secretary,	Avail and monitor the updated diary of appointment of NWC Executive Secretary,	34) a) Serve the departments/offices within NWC on time, properly and respectfully, b) Maintain a clean and well organized office, c) Run reception office in an efficient and professional manner		

	3. Availability of a proper filling and documentation system		Make a proper filling of correspondances	Make a proper filling of correspondances	Make a proper filling of correspondances	Make a proper filling of correspondances	Make a proper filling of correspondances	35) a) Register and file all incoming and outgoing document, b) Maintain NWC documentation and Archives	
	4. Availability of approved reports of Management, staff meetings and statutory meetings	Minutes of Management, staff meetings and statutory meeting for FY 2016/17	Prepare and report the management, staff and statutory meetings	Prepare and report the management, staff and statutory meetings	Prepare and report the management, staff and statutory meetings	Prepare and report the management, staff and statutory meetings	Prepare and report the management, staff and statutory meetings	36) a) Prepare the management, Monthly staff meeting and statutory meetings, b) File properly the minutes of NWC management and statutory meetings NWC archive	
Output 6.6: The Secretarial technical services provided adequately and on a timely basis	1. Availability of a proper record management system for all correspondences	The incoming and outgoing correspondence in the register book for FY 2016/17	Q1-Q4: a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	a) Receive and send NWC correspondances to the Executive Secretary,	37) a) Receive and send correspondences b) Sort mail and dispatch them respectively, c) Record documents and mails, d) Control the quality of documents and mails before the transmission of them	
	2. Availability of a proper filling and documentation system	Archives and documentations of NWC for FY 2016/17	Q1-Q2: Make a proper filling of correspondances	Make a proper filling of correspondances	Make a proper filling of correspondances	Make a proper filling of correspondances	Make a proper filling of correspondances	e) Register and file all incoming and outgoing document, f) Maintain NWC documentation and Archives	
Output 6.7: Partnership and Research mobilization services Executed timely and adequately	Availability of NWC Partners directory	The NWC partners directory in FY 2016/18	Q1-Q4: Produce updated list of NWC Partners	Produce updated list of NWC Partners	0	Produce updated list of NWC Partners	0	38) a) Update the NWC Partners list and their contacts	NWC, MINECOFIN, BNR, MIFOTRA
	Availability of Quarterly NWC Partners report	Partners activities reports in FY 2016/17	Coordinate and report the NWC partners activities	Q1: Quarterly report of NWC Partners' activities	Q2: Quarterly report of NWC Partners' activities	Q3: Quarterly report of NWC Partners' activities	Q4: Quarterly report of NWC Partners' activities	b) Coordinate the quarterly activities of NWC Partners	

Output 6.8: ICT services provides adequately and timely	1. Proportion of ICT issues across all departments resolved timely	Previous approved annual reports	Q1-Q4: Provide ICT Support services to NWC Staff	Provide ICT Support services to NWC Staff	Provide ICT Support services to NWC Staff	Provide ICT Support services to NWC Staff	Provide ICT Support services to NWC Staff	39) a) Receive the service or maintenance request from departments/ unit, b) Conduct a technical diagnosis ,	NWC, RDB, OGS, MYICT, MIGEPROF , AOS	-
	2. Number and type of latest ICT tools used to enhance ICT performance	Previous ICT Tools distributed	Q1-Q4: Monitor and update NWC ICT tools	Monitor and update NWC ICT tools	Monitor and update NWC ICT tools	Monitor and update NWC ICT tools	Monitor and update NWC ICT tools	c) Initiate the new ICT tools to enhance NWC performance, d) Monitor the NWC Database		
	3. Availability of NWC ICT Policy	NWC ICT policy draft	Q1-Q2: Finalize and submit the NWC ICT Policy	Finalize and submit the NWC ICT Policy	Finalize and submit the NWC ICT Policy	0	0	e) Finalize the NWC ICT Policy		-
Output 6.9: Logistics provided adequately and on time	1. Availability of asset register	Asset register of NWC in FY 2016/17	Q1-Q4: Register New assets and consumables received	Register New assets and consumables received	Register New assets and consumables received	Register New assets and consumables received	Register New assets and consumables received	40) a) Register new Assets and Consumables	NWC, MINECOFIN, BNR, RPPA	-
	2. Availability of Monthly store report	Previous store reports in FY 2016/17	Q1-Q4: Produce NWC Monthly store report	Produce NWC Monthly store report	Produce NWC Monthly store report	Produce NWC Monthly store report	Produce NWC Monthly store report	b) Carry out Monthly Store inventory c) Produce and submit Monthly Asset Physical Verification report, d) Gather and consolidate supporting documents of NWC Store orders, e) Ensure Generator maintenance		-
	4. Availability transport facilities request forms	Previous transport facilities request forms	Q1-Q4: Ensure a daily management of NWC transport facilities	Ensure a daily management of NWC transport facilities	Ensure a daily management of NWC transport facilities	Ensure a daily management of NWC transport facilities	Ensure a daily management of NWC transport facilities	f) Daily management of transport facilities for staff at work		-
	5. NWC assets maintenance company hired	Availability of NWC assets maintenance report	Q1-Q4: Perform the maintenance of NWC asset	Perform the maintenance of NWC asset	Perform the maintenance of NWC asset	Perform the maintenance of NWC asset	Perform the maintenance of NWC asset	g) Prepare technical specification for the tender of maintenance h) Ensure maintenance of Assets		-

Output 6.10: Institutional public relations and communications handled professionally	1. Number of public relations products disseminated	a) 25000 flyers distributed, b) 21000 booklets of Noza Imibanire mu murungu, c) Two TV and Radio spots for IRWD 2016 and IWD 2017	Q1-Q4: Develop, design and disseminate NWC communication, information and education activities/events of NWC	Develop, design and disseminate NWC communication, information and education activities/events of NWC	Develop, design and disseminate NWC communication, information and education activities/events of NWC	Develop, design and disseminate NWC communication, information and education activities/events of NWC	Develop, design and disseminate NWC communication, information and education activities/events of NWC	41) a) coordinate the activity of producing and distributing Flyers on NWC's activities, b) Develop and design key messages on NWC Events, c) Distribute brochures, flyers, booklets and other public relations products embodying NWC messages,	Lead NWC, MEDIA HIGH COUNCIL, OGS, RDB, MIGEPROF ,	-
	2. Availability of a forum with regular updates for the institution on current and future events	Previous updates on NWC Facebook and twitter pages	Design regular messages to cover NWC Events and activities	Design regular messages to cover NWC Events and activities	Design regular messages to cover NWC Events and activities	Design regular messages to cover NWC Events and activities	Design regular messages to cover NWC Events and activities	d) Promote NWC awareness through media platforms, e) Coordinate different Communication, Information and Education initiatives for NWC,		
	3. Availability of quarterly reports on NWC awareness	Previous reports on NWC awareness conducted	Coordinate and report on TV and Radio emissions to disseminate NWC achievements	Coordinate and report on TV and Radio emissions to disseminate NWC achievements	Coordinate and report on TV and Radio emissions to disseminate NWC achievements	Coordinate and report on TV and Radio emissions to disseminate NWC achievements	Coordinate and report on TV and Radio emissions to disseminate NWC achievements	g) Organize and report on TV and Radio emissions to disseminate NWC achievements, h) Consolidate and Produce a quarter report of NWC in media stories		
Out put 6.11: Planning, Monitoring and evaluation carried out	1. Availability of NWC Annual Action Plan 2018/19 draft	Previous FY annual Action Plan 2016/17	Develop AAP 2017/18 Draft	0	Develop AAP 2017/18 Draft	0	0	42) a) Develop 2017/18 AAP draft (Mid Nov-December 2017)	Lead NWC, MIGEPROF ,	-
	2. Availability of AAP 2018/19,	AAP 2016/17	Q2-Q4: Coordinate the NWC planning sessions	0	Coordinate the NWC planning sessions	Coordinate the NWC planning sessions	Coordinate the NWC planning sessions	b) Prepare and submit NWC AAP 2018/19 (Early June 2018)		
	3. Availability of approved NWC AAP 2017/18 Implementation plan	Previous NWC Operational plan	Q1: Develop and submit the detailed implementation plan July 2017	Develop and submit the detailed implementation plan July 2017	0	0	0	c) Develop and submit the detailed implementation plan July 2017		

		4. Quarterly review of Individual imihigo entered in the RBM-IT system	Previous review of NWC Individual Imihigo in the RBM-IPPTS	Q1-Q4: Support and perform Individual Imihigo review in RBM - IPPIS	Perform Individual Imihigo review in RBM - IPPIS	Perform Individual Imihigo review in RBM - IPPIS	Perform Individual Imihigo review in RBM - IPPIS	Perform Individual Imihigo review in RBM - IPPIS	d) Insert NWC Action Plan 2017/18 in the RBM - IPPIS, 2. Produce Quarterly individual Imihigo review report	
		5. NWC Quarterly progress report	Previous Quarterly report for FY 2016/17	Q1-Q4: Consolidate Quarterly report of NWC activities performed	Q1: Consolidate Quarterly report of NWC activities performed	Q2: Consolidate Quarterly report of NWC activities performed	Q3: Consolidate Quarterly report of NWC activities performed	Q4: Consolidate Quarterly report of NWC activities performed	e) Prepare and organize a quarterly and annual M&E assesment of women achievement at local level	
		6. Availability of timely quarterly and annual M&E reports	Previous Quarterly progress report for FY 2016/17	Q1-Q4: Consolidate and submit the NWC quarterly progress report	Q1: Consolidate and submit the NWC quarterly progress report	Q2: Consolidate and submit the NWC quarterly progress report	Q3: Consolidate and submit the NWC quarterly progress report	Q4: Consolidate and submit the NWC quarterly progress report	f) Consolidate and submit the NWC Quarterly progress reports	

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