

Annual report for: *SPJR*

Date of Data Collection (and period): *September 30, 2016. For the period August 2015 – September 2016*

Partner: *TUBIBE AMAHORO*

Author of the report: *SPJR Project Manager*

Boundary Partner Outcome Statement: *PJAs*

Outcome Challenge 1: *PJAs* have the necessary knowledge and materials that allows them to deliver high quality justice services in conformity with their mandate and human rights principles. PJAs collaborate to allow each other to fulfil their mandates. PJAs inform and support the population of their rights and about the functioning of the justice system so citizens, especially women, vulnerable and marginalized groups, are able to exercise these rights.

Progress Marker # 1.1

PJAs attend capacity strengthening activities.

Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)

Strategy Used and Effectiveness

Follow-up actions

Sources for evidence of the change

1) **Outcome mapping (OM)** Introduction to the theory of change behind SPJR and concept of Outcome mapping.
In the hall of Romantic Hotel, on 25th November 2015 Mr. Jonathan Lea-Howarth has explained to TUBIBE AMAHORO staff about the outcome mapping which he said it is participatory method for planning, suitable for project aimed at change within society.
He explained as well three concepts in OM like sphere of influence, boundary partners and outcome understood as changes in behavior. He mentioned with clear examples the key question like why where answer is the vision who to indicate boundary partners, what for outcome challenges and progress markers and lastly how for mission and strategies.
Introduction to monitoring, evaluation and capitalization where Mr. Jerome ISHEMA has shown

RCN used the training strategy where participants sit and follow. Participants and RCN used participatory approach to share their different skills in their possession.
It is good to share the practice sometime in participatory manner as some of partners are used to use progress markers in their daily work; and it is a way of learning.

Continue a mentoring and coaching on this outcome mapping based report

Participants list, photos, and activity report

Commented [JLH1]: Please commence with an introduction which can explain the nature of our partnership and what we were trying to achieve (eg build capacity of TA, consult on RCN activities such as IEC design, and implement activities together such as CSO dialogues)

Commented [JLH2]: I think it will be better to present the information like you did in your last quarterly report, not in the format of the data collection platform (i.e by progress marker)


Instead you can report according to each activity and then list the progress markers which relate to that activity (and there can be more than one)

	<p>some of the classical concepts of monitoring, exercise on significant activity report and monitoring in OM context.</p> <p>The significance of this activity is that the fact that TA is new partner of RCN in this SPJR project, it is relevant that TA must know the expected results based on outcome challenges.</p>			
2)	<p>Evaluation of the needs of TUBIBE AMAHORO through tool of auto evaluation. In the Hall of TA Head Office on February 23, 2016; Mathilde Boddaert, an RCN consultant together with TA heads of departments has shared with mutatis mutandis the content of the tool. To this tool, Executive Secretary of TA has asked the reason why there is no point concerning audit. The consultant has admitted that the tool must be revised in order to adapt to the need of Organizations. For the rest of the tool the consultant and TA staffs have convened to the topics that shall be covered for the capacity building. The number of TA participants in the capacity building shall be 8 persons as agreed upon.</p> <p>The significance of this event is that the capacity building shall focus to reinforce our real weak part.</p>	<p>Sitting on round table answered in turns all questions asked. This is effective as to the complementarity of the group, as well as to the efficient data collection for future usage in capacity building</p>	<p>To review in order to adapt it on the current situation and to the need of CSO beneficiary.</p>	<p>Activity report, photos, and attendance list</p>
3)	<p>Communication strategy (Basic knowledge and development of theoretical and practical knowledge have been discussed effectively; Communication strategy and plan have been adopted)</p> <p>In the hall of Romantic Hotel, on 8th -10th March 2016 Mrs. MathildeBoddaert an RCN consultant has given to staffs of TUBIBE AMAHORO and ARAMA more about communication strategy. This include the introduction itself, choice of “ton et style” to reach the target, means and tools of communication, the reason and objectives of communication, challenges and obstacles faced in</p>	<p>The consultant of RCN used the training Approach where participants sit and follow some of the methodology like movies, website design, written messages.... Participants used participatory Strategy to share their different skills in their possession, looking at and analyzing some of the messages the consultant showed.</p> <p>It is good and effectiveto study from others strategies of their</p>	<p>Designing the TA communication strategy under coaching of Consultant.</p>	<p>Activity report, photos, participant list.</p>

Commented [JLH3]: Can you also talk about the other capacity building mathilde did, eg M&E, and be honest about what was good and what was not good

	<p>reaching the objectives of communication. We have done more practical tasks and she used good strategy to transmit knowledge.</p> <p>After the training the main duty TA as ARAMA have been tasked is to draft the communication strategy and communication plan. For TA this tusk has been done and sent to the consultant for correction; and she resend it back to TA for readjustment of some mistakes appeared.</p> <p>The significance of this training is to improve our accountability vis a vis donors and to sustain in competition world in which we need change from our effort and increase our trust.</p>	<p>communication as it gives CSO to communicate from their mission and vision through objectives, and the way it is done to attract more targeted persons.</p>		
4)	<p>On 26-27th May 2016 in the hall of Hill Top Hotel, T.A. staffs together with ARAMA and HAGURUKA staffs have attended training on disability provided by RCN J&D in partnership with NUDOR and Handicap International.</p> <p>The training aimed at:</p> <ul style="list-style-type: none"> - flashing laws and convention protecting person with disability, - obstacles faced by people with disability; - myth, perception and handicap models <p>In this training every SPJR partner commit to adapt their buildings and activities in a way that do not block persons with disability.</p>	<p>RCN used the training strategy where participants sit and discuss the practices in Rwandan society vis a vis persons living with disability.</p>	<p>Participant took commitment to adapt their offices <i>“amenagementraisonnable”</i> to the ability of all (person with disability included)</p>	<p>Participant list, photos, activity report</p>
5)	<p>Review and evaluation</p> <p>This evaluation and review was done on 5th October 2016 at RCN office. In presence of project Coordinator at RCN, the executive secretary of TA has answered all questions relating to evaluation of the TA in this SPJR project one hand and evaluation of RCN’s performance on its duties in this</p>	<p>On the round table, the strategy used was questioner set by RCN asked by the last and answered by TA. It is effective as it evaluates parts of the MoU and it is not time consuming.</p>		<p>Minutes of the evaluation, photos</p>

Commented [JLH4]: This is not really a programme activity, but was an end of year 1 review. It can be mentioned in a separate section

	<p>partnership.</p> <p>This activity is significant as it gives the way of working by learning from what were done in the past and way forward in future.</p>			
	<p>Workshop on reporting and outcome mapping</p> <p>On 25th August, RCN has called all SPJR CSOs boundary partners (in SPJR Project) to participate in the workshop on new way of reporting using outcome mapping at La Palice Hotel.</p> <p>Mr. Kevin Keplin an RCN consultant together with CSO, TA includes has worked harder to record all data from narrative report into outcome mapping.</p> <p>The significance of this activity is to know the steps and of the project and tracking the change in a progressive way</p>	<p>On the round table participants took time to track all activities done in this project and adapt them in the format in progress markers of the project. Learning by doing</p>	<p>The regular monitoring of the reporting system until it is adapted to the reporting format</p>	<p>Activity report, photos</p>
	<p>Training of CSOs community animators</p> <p>This activity is a training of trainers (TOT) prepared by RCN and delivered by RCN and CSOs project managers to recruited persons that are going to be community animators who will have duties to conduct dialogue in villages of district where RCN operates. It has been carried at Karongi in the hall of Golf Eden Rock Hotel from 11th to 13 October 2016. 17 persons attended. They are trained on proximity justice system, conflict resolution, dynamism of groups and knowledge on SPJR project.</p> <p>The significance of this activity is that these animators shall conduct dialogue in a divergent society with difference of person's behaviors and they have to know how to behave in challenge arise from different behaviors of attendees of dialogue; they must also know the content of the project they are going to run.</p>	<p>The strategy used is workshop, where participants interact each other on the way and practice on field. This way of interaction is effective as we compare what scholars have written to Rwandan context on field and we took a better way of working.</p>	<p>Learning from mistakes appeared on the field to better prepare the following dialogue</p>	<p>Activity report, photos</p> 
<p>Progress Marker # 1.2</p>	<p>PJAs participate in activities with each other to reinforce collaboration.</p>			

Commented [JLH5]: This is outside of the 1st year. Please remove it and report it in year 2 reporting (annual report and Q1 report)

Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)	Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
<p>1) Provincial dialogue</p> <p>In the first phase of this provincial dialogue, Three provincial dialogues have done with aim of discussion on the "role of civil society organization as development actors"</p> <p>In partnership with RCN, University of Sheffield, HAGURUKA and ARAMA; TUBIBE AMAHORO has participated in three Provincial Dialogues. The target was CSOs Board or Executive Secretaries/Executive Directors to Discuss on the following four topics:</p> <ul style="list-style-type: none"> - What is civil society and why is it important? (about which TA delivered) - The historical background of civil society; - Who count as civil society; and - What is the role of civil society as development actors? <p>These Provincial Dialogues passed at Beausejour Hotel for Western Province on 13-14 May 2016; Gicumbi for Northern Province on 16-17 May 2016 and finally at Kigali for Kigali City on 20th -21st May 2016.</p> <p>As result CSOs confess themselves that actually some of them were not aware of their mission in development and in justice as particular component of good governance that leads to social development.</p> <p>The 15th June 2016'evaluation of this dialogues about which TA participated showed that they succeeded as participants exceed the number of expected one, and they mentioned that they were satisfied about the way they were conducted.</p>	<p>Not by training, not by debate but by dialogue where CSOs boundary partner showed to CSOs invited who are they and their importance with mutatis mutandis arisen in discussion.</p> <p>CSOs had time to interact each other. The significance is that CSOs sit together discussing their issues out of control, set the way forward and effectively had time to reflect backward on their rationale.</p>	<p>Continue to interact and search time to discuss on their mandate, and if possible build a strong network.</p>	<p>Activity report, participants list and photos</p>

Commented [JLH7]: 2nd phase (nov 2016) and national dialogues (2017)

	<p>In the second phase of this dialogue, CSOs partners of RCN have met at RCN office on 20th September to talk together with RCN about success and challenges recorded from the previous provincial dialogues and think of what subject to address in national dialogue, discuss on venue and modalities in order to invite participants. CSOs reviewed as well the topics to be delivered in second phase of the provincial dialogue in Development of a practical tool.</p>			
2)	<p>Create and support a network of CSOs involved in the JRLOs</p> <p>On 21st June 2016 in the hall of RCN J&D, where CSOs members of JRLOS committees in 5 districts about which RCN operates met in one day preparation to discuss their role in JRLOS and how it can be effective and efficient with meaningful participation.</p> <p>In this preparation session we shared flash on prime ministers order on JRLOS committee and ministerial instruction relating to this committee. A one network group has been created to share experience, work and voice and to discussion on our mission in committees.</p> <p>On 13th September 2016 at RCN office in Remera, the same members of JRLOS CSO members met again to discuss challenges faced by JRLOS CSO at district level. They discuss as well on new law of matrimonial regime, donation and succession, Abunzi law and legal aid policy. They talked about the criteria for and administration of RCN Financial support to JRLOS district committees.</p> <p>The significance of those activities is that by discussing the challenges they can take together the way forward with the remaining of their integrity. And this financial support shall come to reinforce this integrity; it is understandable to agree on its</p>	<p>Using round table, to discuss on their mission, reflect on their challenges faced when raising their voice in JRLOS, meaningful participation, CSOs are aware now on their mission in the committee.</p> <p>When together, they form a like family, that's why they formed an informal network where they can share information in ordered to be updated.</p>	<p>Continue sitting together for effective commitment and to plan for meaningful participation.</p>	<p>Activity report, photos and attendance list</p>

Commented [JLH6]: It was to discuss 2nd phase, not the National Dialogue

	effective and efficiency usage of it.			
3)	<p>Education, Information, communication</p> <p>From 25th to 27th July 2016 and 17th to 19th August Brandittogether with CSO TubibeAmahoro included in, RCN has developed at Kigali la Palice messages that shall be used in community dialogue and Justice Caravan.</p> <p>Mashirikatogether with CSO TubibeAmahoro included in, RCN has developed at Kigali la Palice and Musanze at Best View Hotel, messages that shall be used in Drama on Public radio. These activities have been done from 22-24 August 2016 and from 29th August to 2nd September 2016 at Musanze Best view Hotel.</p> <p>The significance of these activities is that PJAs are the one that re aware of what citizens need; to be together gave us the ability to give the real messages that citizens need.</p>	Group work where participant selected the best message to give, and plenary discussion to select the significant and effective messages from best messages selected.	To monitor until we are aware that all messages selected are the ones given in tools	Photos
4)				
Progress Marker # 1.3		PJAs inform and/or advise citizens of their rights and the functioning of the justice system.		
	Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)	Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
1)				
2)				
3)				

4)				
5)				
Progress Marker # 1.4	PJAs use knowledge, skills, and materials gained in RCN J&D capacity strengthening activities to fulfill their mandates.			
Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)		Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
1)	<p>RCN has given financial support to TUBIBE AMAHORO that has been contributed to the construction Head office at Karongi since the beginning of the partnership.</p> <p>The office was in construction without roofing and ceiling, but because of this financial support, one part of the office is now done and TA has started using it as main office. It remains other part to be built.</p>	<p>This comes under negotiation between TA and RCN. And RCN used to give Support to TA according to the MoU, so that TA shall use it according to necessity avails in construction. And this is effective as TA has ability to work on what is really required on construction.</p> <p>TA salutes this support as it comes to one of its wishes.</p>	<p>Continue this support in the future partnership so that the remaining part of the building should be finished.</p>	<p>Photos, financial report.</p>
2)	<p>TA has received financial support for salaries, indirect costs and program costs from RCN J&D.</p> <p>This comes when RCN gives the salary to staff of TA as in financial capacity from the beginning of this partnership within SPJR project.</p>	<p>RCN used to let TA dispatch the financial support on its necessity in accordance with MoU. And financial report is exchanged accordingly.</p>		<p>Financial report</p>
3)				
4)				
5)				

Progress Marker # 1.5	PJAs deliver services in a timely, affordable, reliable and transparent manner as to Rwandan law.			
Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)	Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change	
1)				
2)				
3)				
4)				
5)				
Progress Marker # 1.6	PJAs collaborate to support the day-to-day delivery of their mandates.			
Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)	Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change	
1)				
2)				
3)				
4)				
5)				
Progress Marker # 1.7	PJAs support citizens, particularly women, marginalized and vulnerable groups to exercise their rights.			

Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)	Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
<p>1) TA has supported 105 citizens from all sectors of Ngororero district to exercise their rights. This support has been mostly given at TA office of Ngororero in June and July where citizens came to see TA staff paid by RCN fund to seek legal advice relating to their abused rights.</p> <p>Most of time citizens thought that if one civil servant has done things out of the conformity of the law, other civil servant will do the same to him/her. That's why there must be another organ doing a like mediation as CSO do not replace the state institution. Standing in middle of the issue. TA has done this when receiving citizen that come to it in order to give legal advice, legal aid or orientation and accompaniment.</p> <p>By giving legal advice, the citizen is now aware of the laws and policy provision so that he/she can claim what he/she really deserved.</p> <p>In legal aid we do prepare the conclusion without discrimination based on wealth so that he/she can go to claim the right deprived in from of the court once all remedies failed. TA do not represent in court as it does not have that mandate. Six people with valid and legal reason have benefited this service when they wanted to reach the court.</p> <p>In orientation, TA show the citizen where its issue may be resolved , and call the concerned authority to request a valid appointment for the citizen, 42 of the received citizens we received have benefited this service</p> <p>In accompaniment, TA staff goes together with the complainant to the concerned authority. Five citizens have benefited to this service 3 of them</p>	<p>We used many strategies to achieve what we did</p> <ol style="list-style-type: none"> 1. Receiving citizens at office located at Ngororero where TA has received and serve 22 citizens that came at office. This strategy is effective because the complainant interacts with lawyer directly without an intermediary and the TA lawyer has the time to analyze evidences one by one. 2. TA received citizens through its paralegals operating in 10 sectors; in this strategy TA received 83 citizens. This strategy become effective as it is not time consuming to complainant without taking a journey to go to office, he/she seek advice in its proximity, no transport cost. 3. Field visit gives TA staff to gather all necessary information required giving effective advice; this strategy is effective as it gives TA to give reliable advice, orientation and advocacy 	<p>Issues are not the same, some issues require advocacy, and the follow up action need is to make this required advocacy so that issue shall be closed with satisfaction of law respect.</p>	<p>Beneficiary's form filled, Official fuel request</p>

	were old women, one old man and one child.	<p>when necessary. It gives ability of interaction between TA staff and local authority reached at his/her office.</p> <p>Phone calls is a way used by TA staff to interact at distance with service providers and complainant most of time to make a follow up</p>		
2)				
3)				
4)				
5)				
Progress Marker # 1.8		PJAs organize meetings where there are no current structures for this activity.		
	Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)	Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
1)				
2)				
3)				
4)				

5)				
Progress Marker # 1.9	PJAs act as advocates for citizens, particularly women, vulnerable and marginalized groups.			
Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)		Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
1)	<p>TA during the period of June-July has act as advocate of one woman illegally married deprived their property right.</p> <p>She was rejected out as the husband would want to marry with other woman and want that the so called illegal woman can go with nothing than 50,000 Rwf after 11 years together.</p> <p>After long discussion with local authorities, TA failed to reach a pleasant decision, as all decision laid on culture. TA staff decided to orient our beneficiary into Abunzi committee and accompany her until the decision gives to the woman the right to stay into her property with her children.</p> <p>The significance of this activity is that even leaders are now aware of the right of the woman whatever the way she is married and recognized now the jurisprudence of the supreme court and the shutdown of the gender discrimination culture.</p> <p>Currently we are dealing with MAJ to execute this decision as it bear the "formuleExecutoire"</p>	TA used strategy of strict follow up of the evolution of the issue regular interaction with relating authorities, reputation it has in reasonable advocacy and accompany of our beneficiary until it reach to the end.	To keep eyes open until the execution is done.	<p>Rwamiko cell Abunzi minutes (decision)</p> <p>TA Matyazo paralegal record book</p> <p>Beneficiary's form at TA office</p>
2)				
3)				
4)				

5)				
Progress Marker # 1.10		PJAs have Audiences expressing satisfaction with the treatment they have received from PJAs.		
Description of significant actions/practices/ relationships of BP (What happened? When? Where? Who was involved? Why is this significant?)		Strategy Used and Effectiveness	Follow-up actions	Sources for evidence of the change
1)				
2)				
3)				
4)				
5)				

Commented [JLH8]: Can you add a section on lessons learned? This could be in relation to challenges you faced or successes you experienced

Commented [JLH9]: Please also add a summary/conclusion which sums up the work we have done together