## PROGRESS REPORT FOR UNDP PROJECTS January 2013

Project No. & Title:	Project #: 00061812 Establishing a Capacity Development Facility at BIPA in the Kingdome of Bahrain
Implementing Partner:	Bahrain Institute for Public Administration (BIPA)
Contact Persons: UNDP Implementing Partner	UNDP – Mr. Ali Salman (Program Analyst) PIBA –Dr. Sofiane Sahrawi (Senior Advisor and Head of Research and Consulting Unit), and Tamer Qarmout (UNDP Project Manager)
Project Short Description:	This project aims to enhance the capability of BIPA in serving the public sector by:  Establishing a Capacity Development Facility at BIPA, and  Promoting BIPA as the reference point for Quality Assurance in training, consulting and research for government institutions in Bahrain. This will provide critical and immediate capacity development interventions in policy, management, leadership and institutional reform in support of sustainable national capacity development within the public sector.

Project Outputs:	Activities	Progress Made	Expected Completion Date
Output 1 Capacity Development Facility established, fully operational and mainstreamed among Public Sector Institutions	Identify sectoral needs/gaps using TNA results and other assessments, and classify CDF priorities by sector.	<ul> <li>Reviewed main documents related to assessing BIPA's capacity and identifying its capacity development and sectoral needs.</li> <li>A comprehensive capacity assessment for BIPA has been carried out by two UNDP missions from the regional centers in Bratislava and Cairo. The main outcomes of the work of the two missions were: <ol> <li>Organizing a workshop to present and explain the Capacity Development (CD) concept/methodology to BIPA</li> <li>Conducting a comprehensive assessment for BIPA where the gaps/issues related to developing BIPA's capacity were highlighted and a set of recommendations/actions has been identified for BIPA to consider tackling through the project venue.</li> <li>Designing an operational plan for the project</li> <li>Additional concrete activities will be identified to achieve this output throughout the project cycle and in response to BIPA's evolving needs.</li> </ol> </li></ul>	Completed
	Establish clear quality standards for developing CDF expert Data Base	Standards have been established in the Consulting guide prepared for BIPA by project manager.	Completed
	Recruit staff and organize trainings for CDF	The recruitment process for a Project Assistant was launched in March. The hiring committee conducted interviews for the shortlisted candidates and none of them qualified for the position. It was decided to halt recruitment process at this stage of the project and re-launch it on needs bases.	Completed

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Design Capacity Development Support Programs, including experts/firms procurement procedures	• A Full-Fledged Consulting Strategy for BIPA that has been drafted by the Project Manager and reviewed by the head of the research and consulting unit in BIPA; Dr. Sofiane Sahrawi. The strategy is considered as a detailed "Road Map" to achieve Output One in the new adopted work plan, and it will lead to launching a series of trainings focusing on developing BIPA's consulting capacities. In parallel, a Research Strategy has been prepared by Dr. Sofiane Sahrawi in line with realizing output one and it will be presented for discussion with the Project Steering Committee in January.	
Conduct pilot training workshops for national public institutions on applying competence evaluation tools at all levels	<ul> <li>A proposal for organizing a training workshop on Results Based Management and Monitoring and Evaluation was developed in corporation with the UNDP Cairo Regional Office.</li> <li>TORs and a procurement notice for recruiting a training consultant were prepared and the recruitment process was launched through contacting three consultants registered in the UNDP roster.</li> <li>Following hiring the trainer, a one week training workshop on Results Based Management (RBM) was organized for BIPA and other government institutes employees. The main objectives of the workshop were as following: <ol> <li>Improve understanding of results management and its importance to achieving results.</li> <li>Improve knowledge of the basic concepts and approaches in results management, including the results cycle, planning, monitoring and evaluating.</li> <li>Enhance critical thinking and analytical skills, along with partnership outreach strategies</li> <li>Develop greater appreciation for the value of monitoring and evaluation (M&amp;E)</li> </ol> </li></ul>	Completed
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	<ul> <li>5. Strengthen skills in applying effective M&amp;E practices and setting up an M&amp;E system.</li> <li>Based on the results of the assessment and the proposed structure of the CDF, additional concrete activities will be identified to achieve this output.</li> </ul>	Ongoing	
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Output 2 BIPA is Promoted as a reference point for Quality Assurance	Provide Technical Assistance to government institutes in introducing capacity	<ul> <li>A training titled "Capacity Assessment and Development" was organized on December 9th for a period of four days. The training was attended by 20 participants representing BIPA, senior government employees, and representatives from civil society. Participants in the training will be considered</li> </ul>	Completed
System of Capacity Development and qualified human	development in their national plans and budgets	on merit and performance basis to be part of a pool of consultants BIPA could consider and draw on for consulting projects from time to time.  This training course consisted of two parts:	
resources put in place		1. Understanding Capacity Development as a process and how to conduct assessments to identify capacity assets and gaps, and formulate capacity development responses (3 days)	
		2. Exploring the operational modality of BIPA providing Capacity Development advisory services to its partners and clients (1 day)	
	Organize events and workshops to promote BIPA strategy as a reference capacity development center, focusing on the importance of CD within government institutions.	<ul> <li>The Project Manager has been asked to be on board in the technical committees of BIPA's consulting team to provide direct technical support, advisory services, and identify capacity needs to BIPA and its government counterparts on regular basis. This will contribute to promoting BIPA as a reference in capacity development through the CDF.</li> </ul>	Ongoing

Issues:	None 5
Follow-up Actions:	Organize a meeting with the Project Steering Committee to brief them on progress.

Attachments (if any):	None	
Bahrain Institut Representative (	e of Public Administration BIPA)	UNDP Resident
01/07/2013		

Date