ANNUAL WORK PLAN from January 2015 to June 2015

Project #: 00061812 – Establishment a Capacity Development Facility (CDF) at BIPA in the kingdom of Bahrain

Expected Outputs	Output Targets	Planned Activities	Time Frame (QUARTERS) Year 3				Planned Budget USD	Actual Expenditures
			Q1	Q2	Q3	Q4		
1) BIPA has integrated the CD Approach and other training and advisory services provided by UNDP in its consulting and research assignments with its clients.	• Number of Consulting and Research assignments delivered in 2014 to enhance the capacity of the Consulting and Research Unit at BIPA • Quality assurance process is established by end of 2014 • Number of CD trainings delivered to BIPA and Civil Servants by end of 2014 • Number of pilot trainings in consulting delivered by the end of 2015	• Support BIPA to gain experience and expertise in the different tools that underlie the CD Approach for developing BIPA's research and consulting services. These tools will be gained through provision of advisory services and trainings in a variety of training subjects relying on UNDP's expertise. The training subjects include but not limited to the following: • Develop a research portfolio for BIPA that span all the research objectives and subsequent implementation. • Hire a local consultant in the CDF to develop training materials for all signature services that have already been offered and/or developed by BIPA as part of its consulting offerings. BIPA will run pilots for these services throughout 2015. BIPA training catalogue will include signature consultancy trainings in 2016. • Develop a library and knowledge management system to support BIPA consulting and research activities. • Deliver pilot trainings for signature services. Building internal consulting capacity will become a regular offering to BIPA in 2016.	X	X			21,000.00	0.00

Basline Indicators:

1) Assignments presently are developed based on client wishes and subsequent discussions

2) BIPA is involved in legal drafting and predominantly in providing training on individual level

3) BIPA is controlling the quality of its training services, albeit for its consultancy services a full QA system is still to be elaborated. 4) BIPA does not offer at the present time any consulting or research CD services	• Research agenda for Arab Public Administration presented at the Second MENAPAR Conference in October 2015 • Pilot Research CD training delivered in 2015	• Plan and execute a research project for the development of a research agenda for Bahrain public administration and other Arab countries during the first quarter of 2015. The final results will be presented during the Second MENAPAR conference in Tunisia (IC Recruitment). • Develop a curriculum for building research capacity in the public sector (IC Recruitment).			50,000.00	
2) BIPA has developed a coherent vision operationalised through an appropriate organizational structure and workprocesses.	•Vision (formal) paper realized by end of 2014 •Organisational structure (formally) approved by end of 2014 •Workprocesses (formally) described and adopted by end of 2014	•Develop the CSOM (Consulting Services Operational Manual) to include all necessary templates and processes to deliver BIPA consulting end to end. Extract and develop a training manual/material based on the CSOM to reach out to the public sector through a portfolio of trainings on BIPA consulting methodology.	X	X	21,000.00	0.00
Basline Indicators: 1) BIPA has a formalized vision statement as well as a strategic direction through its Strategic Plan 2011 – 2016. 2) The organizational structure is under evolution, the latest version adopted on 12 April 2012. 3) The workprocesses in BIPA are under						
		Sub Total			**71,000.00**	**0.00**
					21,000.00	**0.00**

network with relevant institutions that is commensurate with BIPA's vision and operational focus

Baseline Indicators:

1) Presently no formal partnership and networking strategy has been adopted.

2) BIPA has engaged in a large number of partnerships, both based on opportunity and strategic interest.

UNDP long term cooperation arrangement reconsidered by end of 2014/early 2015
• Number of partnerships and collaborations started and/or planned
• MENAPAR Portal set-up
• CD workshops using CDF deliverables held during the MENAPAR conference

Support BIPA to establish appropriate networks:
• A national network to build capacity in the Bahrain Public Administration
• Gaining access to international experience with capacity development approaches
• Gaining gradual access to an international network focusing on the development of and debate around Public Administration.
• Develop a network of organizations from the MENA region active in research and capacity development in the public sector. The network (MENAPAR) will have its first meeting on Obtober 6-9, 2015 in Tunis.

Planning and organizing CD workshops during the MENAPAR Conference to formalize networks, communities of practice, collaborative projects and other partnerships using CDF deliverables (Networking sessions parallel to the conference)
Implement pilot for CD methodology with Libyan National School of Administration.
Develop portal for CDF/MENAPAR as nucleus of knowledge cluster.

| | | X | X | | 81,400 | 0 |
| | | | | | 81,400.00 | 0.00 |

Programme Management Cost	Project Management & Implementation					
	• Evaluate and document the impact of the CDF on BIPA's progress and performance over the last 3 years. Project achievements and impact will be documented relying on UNDP's internal evaluation and public relations expertise (RCC will provide support).	X	X		5,000.00	0.00
	Programme Assistant Salary (1,800 USD*12)	X	X		21,600.00	0.00
	Hospitality (food catering for workshops....etc)	X	X		2,000.00	0.00
	Miscellaneous	X	X		2,000.00	0.00
Sub Total					30,600.00	0.00
TOTAL Planned for 2015					183,000.00	0.00

Total Project Budget	$844,255.00
Total Spent (Year 1 & 2)	$661,255.00
Total Remaining	$183,000.00