**Quarterly Program/Project Progress Report**

**AWP Program/ Project Progress Report (For IPs as custodians of the AWP)**

**UNDAF Strategic/Thematic Area**: Good Governance

**UNDAF Outcome**: Devolution of power promoted, resulting in more effective response to community driven needs and better and more equitable access to quality public services and utilities in particular by vulnerable, poor and marginalized.

**CP Outcome**: Capacity for Leadership professional development built and sustained

**Program/ Project**: Establishment of a National Leadership Development Institute

**Reporting Period/Quarter**: April 2013 to June 2013

**Agency**: UNDP

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|  | **Planned Activities** | **Indicators and Annual Targets** | **Results achieved during this quarter** | **Cumulative results achieved since Q1 this year** | **Issues/ Challenges** |
| **1** | **Output 1: ILG Governance structure strengthened** |
| 1.1 | **Communication & PR (Open day events, newsletters, brochures…)** | ***Target:*** *1 event,**1 Newsletters,**1 Brochure**& Web Page, 1 updated HB and**1 Campus based radio program* | **Plan**: An event was planned to help the ILG to communicate activities to different stakeholders (potential trainers, mentors, donors, students, public speeches providers, etc.). Moreover, ILG also planned to use other communications means (newsletter, brochure and web-site) to communicate with stakeholders. In addition, a campus based radio program was planned to be set up during the year.**Progress**: Among the activities which was planned to make the ILG visible was an independent website. ILG recruited a consultant through a competitive bid to produce a website. Hence the company completed production of the web site and ILG will officially launch it. Another major activity was to establish a campus based radio program and ILG delegated UNDP to procure the necessary equipment to set up the radio program. Currently, a company from China through UNDP China has been awarded to produce the equipment which is necessary to set up the campus based radio. **Result**: 1 web site | 1 Web site of the ILG completed |  |
| 1.2 | **Procurement of equipment and stationery** | **Target:** List of stationery materials | **Plan**: A detailed list of equipment and stationery needed to fully furnish offices and to avail reference material to students and staff**Progress**: Some equipment and stationery materials have been purchased and others are under procurement. |  | Slow pace of procurement |
| **2** | **Output 2: Curriculum design and development** |
| 2.1 | **Printing of course materials** | **Target**: Produce, design and print 9 modules | **Plan**: The 9 identified modules in the ILG curriculum will be written with a professional standard (meet criteria set by HERQA). Moreover, The identified modules in the ILG curriculum will be designed and printed with a professional standard (that may include the printing of Curriculum and Syllabus)**Progress**: ILG has completed the production of modules and requested the Finance department to facilitate the printing of modules. The Finance has assessed the market as per the specification and decided to publish a tender for printing the modules since the cost of printing is above the amount which is permitted through collection of pro forma. **Result**: Ongoing |  | Finalizing the modules took more time than estimated |
| **3** | **Output 3: Training and Mentoring Capacity Developed** |
| 3.1 | **Training & study tour for ILG staff** | **Target**: 2 trip | **Plan**: ILG planned to conduct study trips to share the experiences of emerging and advanced nations, institutes which have long experiences in Federalism, democracy and producing leaders and to fill existing gaps of ILG.**Progress**: ILG has organized study tour and training in France. The training entitled *Management in the Public Sector* was conducted for 12 days in ENA, Paris. 30 participants with different backgrounds and experiences from Africa, Middle East, Asia and East Europe attended the training. The objective of the short-term training was to share experiences, draw lessons, develop skills in organizing and delivering trainings and acquire important supporting materials that are helpful to prepare training manuals in the areas of public service sector. The team from Ethiopia was composed of three participants led by H.E Ato Adamu, State Minister for the Ministry of Civil Service, Mebrhatu Woldu foundation module coordinator and instructor at the ILG and Fitsum Kebre, training and consultancy head. The trained personnel planned to transfer the knowledge and skills gained from the training to the ILG staff through mini workshop, to identify, organize and categorize the training materials which are in both soft and hard copies and make them available in the resource, to select the most relevant cases and activities from the training and adopt and incorporate them into different modules of the ILG and to establish a system that helps to have a core staff and a network of carefully selected mix of professors, high government officials as well as experts from public services of the Federal and Regional States.On the other hand the study tour was organized for 6 days with a delegation led by Muktar Kedir, Vice-Prime Minister and Minister of Civil Service and Mr. Addisu Monjero, Director, Reform, Ministry of Civil Service, Dr. Waqgari Negari, Director of ILG and Jérôme GUYON, French Technical Advisor in Paris, Strasbourg and Metz. The delegation held discussions with different leaders of organizations at different levels. The general objective of the visit is to learn from the experiences of ENA (National School of Administration), IRA (Regional Institute of Administration) and INET (National Institute forStrategic Management of Local regional Government) and give further touch to the services that ILG renders to its students, who will be leaders of the Country at different levels and enhance the ongoing development programs. Participants of the learned that:* Dedicated Schools at all levels are built based on identified needs
* The specificity of schools of application with the inclusion of practical aspects
* core staff and a network of a
* Importance of carefully selected mix of trainers, high government officials and experts from public service institutions
* The value of communication and coordination among Schools
* The need to introduce Placement system and to modernize the Civil Service
* The significance of recruitment through Competitive Exams

The team also put a list of recommendations to improve the ILG. (please refer the travel and training reports)**Result:** Action points to improve the Institute has been clearly listed | 1 study tour and 1 training of staff |  |
| 3.2 | **Training of Instructors** | ***Target***: 32 Trainers trained |  **Plan**: Training of instructors will help to reinforce capacities of teaching staff (training areas will be crafted from the workshop). Experts will be invited to provide the trainings.**Progress**: The Institute planned to conduct training for staff on mid-July after the completion of the teaching learning for the year. |  |  |
| 3.3 | **Invitation of national and foreign guest speakers**  | ***Target***: 8 public speeches | **Plan**: ILG planned to conduct 5 Public Speeches which will give the opportunity to speakers from various backgrounds to come and share their experiences, successes & challenges. People with senior position in public sector, private sector and NGOs are expected to deliver speeches. Summaries of these speeches will be produced by students & then published in the ILG Newsletter.**Progress**: ILG has conducted two public speeches for the quarter. The public speeches were on the on Human Right Issues by representatives from the Ethiopian Human Rights commission. They have discussed the issue of human right in general, the case in Ethiopia and the human right mechanism in Ethiopia focusing on the legal and institutional framework. On the other hand the issue of Climate Change with a title *Low Carbon Climate Resilient Development Approach: the case of Ethiopia* was discussed by Ababu Anage from Climate Change and Vulnerabilities team at UNDP. He discussed the issue of Climate change and its causes, Observed and predicted signs of climate change, Social implications of climate change, Ethiopia and climate change, Concepts of Low Carbon Climate Resilient development and Ethiopia’s response to climate change.**Result**: Students shared the experiences of experts  | 2 public speeches |  |
| 3.4 | **Recruitment of local instructors and trainers to train students on Foundation Courses and PM + recruitment of an international Instructor** | ***Target***: 40 local instructors and 4 international instructors | **Plan:** There is one foundation module composed of 8 courses where Instructors deliver classes. There are 2 periods of professional modules in the curriculum. All trainers may come from Ethiopian administrations and share experiences through real cases study. International Instructors will be hired to deliver some courses.**Progress**: The international trainer has continued to train students on different topics and also advised graduating students on their research. Moreover part time instructors have been hired to train on Public Management, Leadership and Change, International relations and Globalization, Ethics and Statistical Package for Social Science (SPSS).**Result**: Students shared experiences from instructors with varied backgrounds | 1 international consultant hired which strengthened the capacity of ILG7 part time instructors hired |  |
| 3.5 | **Support the implementation of club activities (CCAs- Language, Sport, Culture, Newsletter & Gender)** | **Target**: Establish 5 clubs | **Plan:** ILG planned to establish 5 clubs (Language, Sport, Culture, Newsletter and Gender). The clubs are expected to have organizational chart of the Management of the Club (key position and name of each responsible person), number and list of the Club’s Members, rules and regulations of the Club + Philosophy and strategy and Work plan and Budget **Progress:** During the quarter the Culture Club prepared a proposal to conduct different activities. The club planned to visit different institutions and also render support destitute older persons.**Result**: The club prepared a proposal with budget and detail activities and involved supporting needy part of the community.  | 2 clubs are functional |  |
| **4** | **Output 4: Student intake capacity of the institute strengthened** |
| 4.1 | **Assessment of the entrance exam - M&E** | **Target**: 1 assessment | **Plan**: The Entrance Exam is a crucial activity of the ILG to recruit the best candidates who will be the future leaders of the public sector. ILG planned to Assess the 3 Entrance Exams with the aim of making it more competitive, proportion of the number of candidates and the number of available places, more transparent, better organized so that candidates will be better prepared, establishing preparatory cycles, etc. The assessment was planned to be conducted by internal and external assessors. Moreover, ILG has also planned to conduct a workshop on the findings of the assessment.**Progress**: As per the plan ILG has recruited a firm to conduct the assessment and the firm has signed an agreement. Moreover, the Institute has also briefed the consultant on the expectations of the assessment. The Institute has also organized an entrance exam to accept the fourth batch. Currently ILG is planning for an interview for selected applicants who took the written exam.**Result**: on progress | On progress |  |
| **5** | **Output 5: Research and Consultancy capacity of the Institute is Strengthened** |
| 5.1 | **Equipping the research and consultancy team** | **Target**: 1 room | **Plan**: ILG prepared a detailed list of equipment and furniture needed to have well equipped and furnished research and consultancy office.**Progress**: Currently ILG purchased 4 Laptops and other office equipment and furniture to strengthn the research team. |  |  |
| 5.2 | **Support Research Activities (LIFT included)** | *Target* : 8 minimum  | **Plan**: The ILG aims to become a center of reflection on administrative issues in the country. Publishing its own high quality level journal may help it. LIFT (Leadership For Transformation)**Progress**: Currently the ILG has prepared an invitation letter to contributors for the journal. Moreover, thematic areas has also been identified and shared to ECSU so as to communicate the contributors. The Institute has also planned to work with Cranfield University to produce journals. | ongoing |  |
| 5.3 | **Organization of workshop, conferences and colloquia** | **Target**: 1 event | **Plan:** The ILG aims to become a center of reflection in the country on administrative issues. One thematic area will be chosen every year. LIFT, Colloquia/conference will be tools to reflect on this selected topic.**Progress**: No workshop has been organized yet. | none |  |
| **Lessons Learned*** Study tour has helped to motivate the staff and to prepare a vision for the institute
* Interviews for entrance exam will enhance the quality of trainees
 |
| **Innovation** |
| **Recommended Actions** | **Time Frame** | **Responsible Body** |
| Accelerate the procurement  | July 2013 | ILG Admin Team Leader, Finance |
| Work on General Book | July 2013 | Foundation Module Coordinator |
| Facilitate training of Staff | July 2013 | Foundation Module Coordinator |
| Prepare Acceleration Strategy | August 2013 | ILG Director, Project Officer, Technical Advisor |

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