
##  KUWAIT

### الكــــويت

AnnualReport 2013

Project: Support Project to the Kuwait National Assembly

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List of Acronyms and Abbreviations

AWP Annual Work Plan

CPAP Country Programme Action Plan

GMS General Management Support

NAK National Assembly of Kuwait

GSSCPD General Secretariat for the Supreme Council for Planning & Development

MAKNAZ Database for information management for the Administrative Department

M&E Monitoring and Evaluation

MP Minister of Parliament

NIM National Implementation

PMU Performance Monitoring Unit

QPR Quarterly Progress Report

RBA Revised Basic Agreement

TOT Training of Trainers

UN United Nations

UNDP United Nations Development Programme

USD United States Dollars

1. Executive Summary

This annual report for the Support Project to the Kuwait National Assembly reviews the project progress made in 2013. It presents a description of the achievements, challenges, and progress towards the accomplishment of the project objectives.

Key developments

The implementation of the three consultancies that have started at the end of last year after they have been approved by the meeting that included the State Minister for Planning and Development and the three parties to the project steering committee; the General Secretariat for the Supreme Council for Planning and Development, the National Assembly and UNDP continued up to the second quarter of 2013 and they were finalized. Those consultancies are:

1. Evaluating the performance of the National Assembly Secretariat staff.

2. Evaluating of the processes and capacities for the National Assembly Training Department.

3 Developing the training passages for the National Assembly Secretariat .

Regarding the consultancy "Evaluating the performance of the National Assembly Secretariat staff", the Secretary General of the National Assembly formed a committee to follow on the implementation of the consultancy; a list containing all the jobs in the National Assembly Secretariat was prepared, interviews with the jobs holders were concluded and the jobs analysis was completed for all sectors of the National Assembly Secretariat. The preliminary results of the analysis indicated that there is a duplication in the functions of a number of jobs and some jobs are only titles and they do not exist in reality. The jobs analysis also reached the conclusion that some staff are recruited against jobs which do not exist and they are actually performing other functions that are totally different. The information gathered from the National Assembly Secretariat was classified and analyzed as a necessary step for designing the evaluation performance samples. The final version of the samples for evaluating the performance of the General Secretariat was developed.

As for the consultancy "Evaluating of the processes and capacities for the National Assembly Training Department", the consultant reviewed the available information, designed four questionnaires, discussed it with the Training Department of the National Assembly and got the feedback, reviewed the organizational structure of the National Assembly Training Department, reviewed the work mechanisms, processes and capacities, and how to specify the needs of the department. The consultant came with recommendations for the development of the capacities and processes of the training department for achieving its planned objectives.

The consultant for "Developing the Training Passages for the National Assembly General Secretariat" started the work by holding a meeting with the National Assembly Training Department staff in which he discussed the strategy of his work and the methods of gathering the required information. The consultant organized a training workshop for the department staff on the training passages and how they are developed. The Consultant developed a manual for the general framework and the basis of application for the training maps. the consultant developed the training maps for all the jobs in all the National Assembly sectors.

The consultancy for developing the Parliamentary Training Center Strategy has also started and the consultant and the Project Manager met yesterday the Director of the Training Department in the National Assembly, the Assistant National Assembly Secretary General for Training and Administrative Development and the National Assembly Secretary General.

Key challenges (risks and issues)

Delay of the approval of the Annual Work plan led to the delay of implementation of the project activities.

The disagreement between the Supreme Council for Planning and Development and the National Assembly over the workplan activities.

The Training Department usually change their minds about the consultants to be recruited (national or international).

Recommendations (on risks, issues and way forward if applicable)

A clear mechanism has to be reached between the steering committee three parties on how to accelerate the approval of the annual work plan.

1. Introduction

The country’s five-year National Mid-range Development Plan (2010 to 2014), which has been endorsed by the National Assembly, reflects a policy of renewal and continued growth. With its liberal market-based economic policy and openness to the world of international investment, Kuwait is striving to become a regional hub for foreign and regional investments. To that end, industrial and commercial zones are being established with the necessary infrastructure, facilitating policies and incentives. In the next few paragraphs, we'll elaborate on the vision of Kuwait and the challenges that face the civil service to achieve such vision. These goals need an effective legislature which plays an important role in areas of legislation oversight, and representation.

The Government of Kuwait realizes that to maintain economic growth and social stability, it should have an effective system of legislation and governance. Plans for improving the management and performance of the legislative and executive branches are given high priority in the Government Action Plan, and several projects have been planned to achieve this goal. In this context, it is clear that the effectiveness of the National Assembly in performing its primary roles in legislation, oversight, and representation are key pillars for the success of baparliament, through building the capacity of Parliamentary MPs and staff of the General Secretariat.

The project’s ultimate expected outcome is to increase effectiveness of the National Assembly to perform its legislative, oversight, and representation functions. Expected results from the project include: a more efficient National Assembly with organisational structure more in line with modern parliamentary practice; an increased understanding by MPs of key issues, development and constitutional duties to effectively monitor and oversee the work of the executive branch. The focus of the project is on strengthening the administrative capacities of the Secretariat staff, so that it would be able to provide better support to MPs on legislative matters. In other phases of the project, the focus is on strengthening MPs’ capacities in relation to the legislative process and their oversight function, by: supporting their involvement in international and regional events; enhancing their capacity to oversee and review government policies, and to analyse and formulate legislations that will contribute to the advancement of national development agenda and the implementation of the National Plan.

1. Progress Review

|  |
| --- |
| Outcome: Improved parliamentary role in oversight and legislation |
| Expected outputs | Planned activities | Time-frame | Responsible party | Budget | Monitoring framework |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount | Expenditures | Progress towards outputs |
| Output 1: Capacity building of National Assembly secretariat*Targets:*- Secretariat staff performance evaluated- Training passages developed.- Training department processes and capacities evaluated.- Training Centre strategy developed.- Training needs of the parliamentarians assessed and training programs developed - Administrative regulations of the General Secretariat reviewed- Library and documentation department supported | Activity 1 Result: Evaluation of the National Assembly Secretariat staff performance | x |  |  |  | Consultant | GSSCPD | Consultant Fees | 48,000 | 28,000 | 1. Samples for the evaluation of the performance of the National Assembly General Secretariat in all sectors developed2. Information gathered, questionnaires received and organizational structure of the training department reviewed. A training was organized for the training department staff (8). The recommendations on how to develop the role of the training department were put down3. Information gathered and the manual for the general framework and application basis for the training maps developed for 500 posts4. The activity of developing the strategy of the parliamentary training center started, the consultant and the Project Manager met with the Secretary General of the National Assembly, the Assistant Secretary General for Training and Administrative Development and the Director of Training Department. The consultant submitted and inception report to the National Assembly and UNDP. |
| Activity 2 Result: Assessment of the Training Department processes, capacities and performance and development of a training curriculum. | x |  |  |  | Consultant | GSSCPD | Consultant Fees | 48,000 | 48,000 |
| Activity 3 Result: Development of the training map, including the capacities needed for each post | x |  |  |  | Consultant | GSSCPD | Consultant Fees | 48,000 | 48,000 |
| Activity 4 Result: Strategic plan for a training centre developed including the organizational structure, the duties of the various units, and job descriptions |  |  | x | x | Consultant | GSSCPD | Consultant Fees | 33,000 | 30, 000 |
| Activity 5 Result: Needs assessment for the parliamentarians and development of the training programs |  |  |  | x | Consultant | GSSCPD | Consultant Fees | 40,000 | 00 |
| Activity 6 Result: Review of the administrative regulations of the General Secretariat and development of new policies for the promotion of the administrative and technical work |  |  |  | x | Consultant | GSSCPD | Consultant Fees | 24,000 | 00 |
| Activity 7 Result: Support of library and documentation department |  |  |  | x | Consultant | GSSCPD | Consultant Fees | 24,000 | 00 |
| TOTAL |  |  |  |  |  |  |  |  | 265,000 | 154,000 |  |

1. Challenges and Lessons Learnt

The dissolution of the Kuwait National Assembly caused a big delay to the approval of the work plan and the start of the implementation of the project activities.

The delay of approval of the Annual Work Plans by the General Secretariat of the Supreme Council for Planning and Development also constitutes one of the challenges.

1. Partnerships and Sustainability

The project is nationally implemented by the Secretariat of the National Assembly in partnership with UNDP Kuwait which acts as a responsible party. UNDP supports the national implementation of this project which adheres to UNDP procedures for recruitment, finance and procurement as stated in the National Implementation Manual released by UNDP. Theas national coordinating agency and will conduct field visits and receive regular progress and financial reports on the status of the project’s progress.

1. Financial Summary

The following table depicts an overview of the project expenditure for 2013:

|  |  |
| --- | --- |
| Categories | Expenditure |
| International Consultancy Fees | $ 252, 643.84 |
| Miscellaneous (travel, medical, visa, etc) | $ 10,155.92 |
| Total | $ 262, 799.76 |

2013 Annual Work Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PLANNED BUDGET (USD) | Responsible Party | TIMEFRAME | PLANNED ACTIVITIES | EXPECTED OUTPUTS |
| Amount | Budget Description | Funding Source | Q4 | Q3 | Q2 | Q1 |
|  | Output: Capacity building of National Assembly secretariatOutput Indicators: * Performance of the Secretariat staff reviewed.
* Training Department processes and capacities evaluated.
* Training passages developed.
* Training Center strategy developed.
* Needs assessment for the parliamentarians and staff conducted.
* Administrative regulations of the National Assembly General Secretariat reviewed.
* Documentation department supported.
* Library supported.

Targets:1. Secretariat staff performance evaluated and new evaluation systems are in place.2. Training department processes and capacities evaluated and new systems are developed.3. Training passages are developed.5. Training Curriculum developed.6. Training Centre strategy developed.7. Library and Documentation Department supported.Related CPAP Outcome: 1.4:Improvemed parliamentary role in oversight and legislationBaseline : Existing skills need upgrading |
| 28,000 | Capacity building of parliament secretariat | UNDP  | Consultant (3 months-2 months will be paid in 2013) |  |  |  | x | Activity 1 Result: : Evaluation of the National Assembly Secretariat staff performance |
| 48,000 | Capacity building of parliament secretariat  | UNDP  | Consultant (3 months) |  |  |  | x | Activity 2 Result: Assessment of the Training Department processes, capacities and performance and development of a training curriculum. |
| 48,000 | Salaries for project staff | UNDP  | Consultant (3 months) |  |  |  | x | Activity 3 Result: Development of the training map, including the capacities needed for each post |
| 40,000 | Capacity building of parliament secretariat | UNDP  | Consultant(4 months) | x |  |  |  | Activity 4 Result: Needs assessment for the parliamentarians and staff and development of training programs. |
| 33,000 | Capacity building of parliament secretariat | UNDP | Consultant (3 months) | x | x |  |  | Activity 5 Result: Strategic plan for a training centre developed including the organizational framework and the administrative setting |
| 24,000 | Capacity building of parliament secretariat | UNDP | Consultant (2 months) | x |  |  |  | Activity 6 Result: Review of the secretariat administrative regulations and development of work promotion policies |
| 36,000 | Capacity building of parliament secretariat |  UNDP  | Consultant (2 months | x |  |  |  | Activity 7 Result: Support of the library and the documentation centre |
| 130,000 |  |  | Project Management costs |
| 5,000 |  |  | Miscellaneous |
| 580,000 |  |  | Total project costs |
| 11,400 |  |  | GMS (3%) |
| 391,400 |  |  | Total Annual Workplan Budget |