

## KUWAIT

### الكــــويت

Quarterly Progress Report: July - September 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 Quarterly Progress report for the Support Project to the Kuwait National Assembly reviews the project progress from July 2013 to September 2013. It presents a description of the achievements, challenges, and progress towards the accomplishment of the project objectives.

Key developments

The new United Nations Resident Coordinator and UNDP Resident Representative held a meeting with the Project Managers and consultants in the Democratic Governance Unit. The Project Manager made a presentation on the project activities, achievements and the challenges facing the implementation. The Resident Coordinator promised to push to address the challenges through high level meetings with the different stakeholders.

The consultancy for developing the parliamentary training center strategy had been advertised, the shortlisting was done. At the same time the UNDP Headquarters provided the project with a list of consultants from the pre - approved roster one of whom has been chosen and currently there are communications with the Headquarters and the Supreme Council for Planning and Development for completing the recruitment process.

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 reports received from the consultants working on the current consultancies raised the point that it is not easy to get the information needed from the staff of the National Assembly Secretariat as they do not report to the work regularly.

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

In the future the Annual Work Plan has to be prepared two month ahead before the beginning of the year so that the implementation can start on time.

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.

he 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

|  |  |  |
| --- | --- | --- |
| EXPECTED OUTPUTS AND INDICATORS | PLANNED ACTIVITIES | PROGRESS TOWARDS ACHIEVING OUTPUTS |
| Output: Capacity building of National Assembly secretariat  Baseline :  Existing skills need upgrading  Output Indicators:   * Training Center strategy developed. * Training Department processes and performance evaluated and a training curriculum developed. * General Secretariat performance reviewed. * Training passages for the General Secretariat developed. * # of protocol agreements signed * # of centers selected * # of workshops conducted * Training promotional plan developed.   Targets:  - 4 TOT workshops conducted.  - Training passages developed.  - Secretariat staff performance evaluated.  - Training department processes and capacities evaluated.  - Training promotional plan developed  - Protocols signed with the other parliaments.  - Training Curriculum  developed.  - Training Centre strategy developed.  - Flow of information between the National Assembly and UNDP.  Related CPAP Outcome:  1.4:Improvemed parliamentary role in oversight and legislation | Activity 1 Result: Strategic plan for a training centre developed including the organizational structure, the duties of the various units, and job descriptions  Activity 2 Result: Assessment of the Training Department processes, capacities and performance and development of a training curriculum.  Activity 3 Result: Development of the training map, including the capacities needed for each post  Activity 4 Result: Planning for TOT from certified specialized training institutions  Activity 5 Result: Cooperation protocols established with similar entities in other countries  Activity 6 Result: Review of National Assembly Secretariat organizational structure  Activity 7 Result: Evaluation of the National Assembly Secretariat staff performance  Activity 8 Result: Development of communication strategy  Activity 9 Result: Development of a system to link between the parliamentary department and UNDP  Activity 10 Result: Development of a promotional strategy for the training programme | Indicators:   * Training Center strategy developed (The steps for the recruitment of the consultant have begun ) * Training Department processes and performance evaluated and a training curriculum developed (Information gathered, questionnaires designed, feedback on the questionnaires received and organizational structure of the Training Department reviewed. The recommendations on how to develop the role of the training department were put down ) * General Secretariat performance reviewed (The initial samples for evaluating the performance of the National Assembly General Secretariat developed. The final samples for evaluating the performance were developed ) * # of protocol agreements signed (letters prepared to be sent to parliaments) * # of centers selected * # of workshops conducted * Training passages for the National Assembly General Secretariat developed (Information gathered and the manual for the general framework and application basis for the training maps developed). * Training promotion plan developed (The Minister of Planning and Development cancelled this consultancy)   Targets:  - 4 TOT workshops conducted  - Communications and promotional strategy developed  - Protocols signed with the other parliaments.  - Training Curriculum developed.  - Training Centre strategy developed.  - Flow of information between the National Assembly and UNDP (post advertised) |

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. The as 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 | 21,737.37 |
| Miscellaneous (travel, medical, visa, etc) | 1,590.36 |
| Total | 23,327.73 |

Annex 1: Annual Work plan 2012

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 secretariat  Output Indicators:   * Training Center strategy developed. * Training Department processes and performance evaluated and a training curriculum developed. * General Secretariat structure and performance reviewed. * # of protocol agreements signed * # of centers selected * # of workshops planned * # of workshops conducted * Communication and promotional strategies developed. * # of policies adopted   Targets:  1. 50 secretariat staff trained in various roles  2. 4 TOT workshops conducted  3. Communications and promotional strategy developed  4. 2 Protocols signed with the other parliaments.  5. Training Curriculum developed.  6. Training Centre strategy developed.  7. Flow of information between the National Assembly and UNDP.  Related CPAP Outcome:  1.4:Improvemed parliamentary role in oversight and legislation  Baseline :  Existing skills need upgrading |
| 30,000 | Capacity building of parliament secretariat | UNDP | Consultant  (four weeks) |  | X |  |  | Activity 1 Result: Strategic plan for a training centre developed including the organizational structure, the duties of the various units, and job descriptions |
| 60,000 | Capacity building of parliament secretariat | UNDP | Consultant  (3 months) | X | X |  |  | Activity 2 Result: Assessment of the Training Department processes, capacities and performance and development of a training curriculum. |
| 60,000 | Salaries for project staff | UNDP | Consultant  (3 months) | X | X |  |  | Activity 3 Result: Development of the training map, including the capacities needed for each post |
| 100,000 | Capacity building of parliament secretariat | UNDP | Project Manager | X | X |  |  | Activity 4 Result: Planning for TOT from certified specialized training institutions |
| 00,000 | Capacity building of parliament secretariat | UNDP | Director of Training Department & Project Manager |  | X |  |  | Activity 5 Result: Cooperation protocols established with similar entities in other countries |
| 40,000 | Capacity building of parliament secretariat | UNDP | Consultant  (3 months) | X |  |  |  | Activity 6 Result: Review of National Assembly Secretariat organizational structure |
| 40,000 | Capacity building of parliament secretariat | UNDP | Consultant  (3 months) | X |  |  |  | Activity 7 Result: Evaluation of the National Assembly Secretariat staff performance |
| 10,000 | Capacity building of parliament secretariat | UNDP | Consultant  (4 weeks) | X |  |  |  | Activity 8 Result: Development of communication strategy |
| 40,000 | Capacity building of parliament secretariat | UNDP | Consultant  (3 months) | X |  |  |  | Activity 9 Result: Development of a system to link between the parliamentary department and UNDP |
| 10,000 | Capacity building of parliament secretariat | UNDP | Consultant  (4 weeks) | X |  |  |  | Activity 10 Result: Development of a promotional strategy for the training programme |
| 30,000 |  | | | | | | | Project Management costs |
| 420,000 |  | | | | | | | | Total Annual Work Plan Budget |