

**Project Progress Report - RBAS - Kuwait[[1]](#footnote-1)**

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| **Type of Reporting** | Quarterly |
| **Award ID:** | 00099130 |
| **Project ID:** | 00102378 |
| **Project Full Title:** | Preservation & Promotion of Kuwait’s Cultural Heritage (NCCAL) |
| **Implementing Partner:** | NCCAL, UNESCO |
| **Executing Partner:** | General Secretariat of the Supreme Council for Planning and Development |
| **Project Team Members:** | Bashar Marafie, Programme Associate  Nour Alqattan, Project Coordinator |
| **Portfolio / Analyst:** | Mohammad Allahou |
| **Award Start Date:** | 18th April 2017 |
| **Award End Date:** | 31st December 2018 |
| **Total Award Amount:** | USD 1,00,000 |
| **Reporting Period:** | 1 July 2018 – 30 September 2018 |
| **Gender Attribute** | 1 |

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| **SECTION 1: OUTPUT (PROJECT) PROGRESS** | |
| **Country Programme Document (CPD) Outcome and indicative outputs:** | **CPD Outcome #4**. Strategic Multilateral partnership at the global and regional levels established, including through South-South and Triangular cooperation, to advise the post 2015 development agenda.  **CPD Output 4.2** Promote the cultural heritage of Kuwait.  **Indicator 4.2.1** Number of initiatives and action organized to promote cultural heritage in Kuwait.  **Project Outcome**: Publicly supported shifts in (theme related) policies, laws and/or positions of policy makers occur in line with human development. |
| **Project Output 1.0:** | **NCCAL strengthened through cultural policy development and institutional restructuring**  ***1.1 Develop Cultural Policy***  ***1.2 Review legal framework for culture***  ***1.3 Revise NCCAL Strategy*** |
| **Output Target(s) (for end of 2018 as per AWP 2018):** | * 1. One NCCAL cultural policy framework developed. |
| **Output Baseline(s): (as in the signed document)** | Value = 0. |
| **Output Indicator(s) (revised as in AWP 2018)** | 1.1 NCCAL cultural policy framework developed. |
| **Main results achieved (1st July 2018 – 30 September 2018):** | - Mapping of Kuwait’s Cultural Assets.  - Second round table discussion on ‘reviewing Kuwait’s antiquities law’ held.  - Evaluation of the current legal framework for cultural heritage in Kuwait and a roadmap for the potential revision and update of national laws concerning the protection and promotion of cultural heritage. |
| **Project Output 2.0:** | **Institutional strengthening for NCCAL with focus on Museums Division**  ***2.1 Evaluate KNM and MoMA services and departments***  ***2.2 Develop Studies and programmes for NCCAL museums*** |
| **Output Target(s) (for end of 2018 as per AWP 2018):** | 2.1 KNM and MoMA services and departments are assessed and recommendations made.  2.2 KNM collection surveyed and action plan drafted. |
| **Output Baseline(s) (current year):** | 2.1: 0  2.2: 0 |
| **Output Indicator(s) (current year):** | 2.1 KNM and MoMA services and departments are assessed and recommendations made.  2.2 KNM collection surveyed and action plan drafted. |
| **Main results achieved (1st July 2018 – 30 September 2018):** | * Axiell’s Adlib software has been installed on the server of the NCCAL, Training of staff undertaken, and three stations are now established at the Kuwait National Museum. * Condition survery of ethnographic collection underway. * Museum service expert’s ToRs developed, and expert recruited. |
| **Project Output 3.0:** | **Capacity development plan for NCCAL implemented and handicrafts and creative industries framework established and capacities enhanced**  ***3.1 Organize specialized training of NCCAL staff***  ***3.2 Develop a framework for crafts development in the NCCAL Strategic Plan 2015-2020, specifically under Axis 6 of the Sectors Strategic Objectives (“Supporting, encouraging and developing Fine Arts”)*** |
| **Output Target(s) (for end of 2018 as per AWP 2018):** | 3.1: 8 training workshops for NCCAL staff undertaken  3.2 One handicrafts framework developed |
| **Output Baseline(s) (current year):** | 3.1: 0  3.2: 0 |
| **Output Indicator(s) (current year):** | 3.1 Training of NCCAL staff undertaken  3.2 Handicrafts framework developed |
| **Main results achieved (1st July 2018 – 30 September 2018):** | - Conservation training ongoing for NCCAL staff.  - ToRs for Arts and Crafts Feasibility consultant developed, and a call has been made. |
| **Project Output 4.0:** | **NCCAL undertakings widely disseminated**  **4.1 Develop a framework for a rebranding and communication strategies for NCCAL** |
| **Output Target(s) (for end of 2018 as per AWP 2018):** | 4.1 One framework for rebranding developed |
| **Output Baseline(s) (current year):** | 4.1: 0 |
| **Output Indicator(s) (current year):** | 4.1 Framework for rebranding developed |
| **Main results achieved (1st July 2018 – 30 September 2018):** | --- |
| **Project Output 5.0:** | **SSC/TRc enacted through benchmarking, knowledge sharing and international positioning**  5.1 Build on the successful experience of DAI, explore international cooperation through a range of activities including scholarships and artists in residence programmes. |
| **Output Target(s) (for end of 2018 as per AWP 2018):** | 5.1 One programme for proposed cooperation developed |
| **Output Baseline(s) (current year):** | 5.1: 0 |
| **Output Indicator(s) (current year):** | 5.1 Programme for proposed cooperation developed |
| **Main results achieved (1st July 2018 – 30 September 2018):** | Output five activities haven’t commenced yet. |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | | |
| **Activity ID: Activity 1.1**  **Description: Develop Cultural Policy** | | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | | |
| **Purpose** | To give the NCCAL a stronger base for its strategic outlook. | | | | | | |
| **Description** |  | | | | | | |
| **% of progress to date:** | 30% | | | | | | |
| **Quality Log:** | | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| N/A | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Hold round table discussions with national specialists | | | April 2018 | Sep 2018 | Ongoing | Round table discussion on ‘Status & Strengths of Culture in Kuwait’ held and summary of the discussion drafted. |
| Hold focus group sessions on stakeholder assessment about people’s attitudes towards culture | | | June 2018 | Sep 2018 | Postponed | Focus group session postponed. |
| Research conducted and draft cultural policy framework developed | | | June 2018 | Sep 2018 | Ongoing | Draft outline of the Cultural Policy developed. |
| Elaborate cultural policy | | | Dec 2018 | | N/A |  |
| Map cultural services, institutions and actors assisted by two Staff from NCCAL | | | April 2018 | Oct 2018 | Ongoing | Mapping document, which is the result of a public survey , a focus group session, and additional research, has been submitted. This will feed into the framework for enhancing cooperation with the private sector. |
| **Activity ID: Activity 1.2**  **Description:** Review legal framework for culture. | | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | | |
| **Purpose** | To provide an updated, holistic legal framework for culture | | | | | | |
| **Description** |  | | | | | | |
| **% of progress to date:** | 100% | | | | | | |
| **Quality Log:** | | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| N/A | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Round table discussions with national experts to identify gaps in the law. | | | May 2018 | July 2018 | Ongoing | Two roundtable discussions on ‘Reviewing the Antiquities Law’ to discuss the need to amend the current antiquities law and discuss the gaps that need to be addressed. Summaries of the discussions devised. |
| Review law and propose re-drafting | | | July 2018 | Oct 2018 | Complete | Heritage legislation expert has made an evaluation of the current legal framework for cultural heritage in Kuwait and presented a roadmap for the potential revision of laws related to the protection of cultural heritage in Kuwait. |
| Round table discussions with national experts to review the mechanism and the proposed law | | | Oct 2018 | | Sub-activity cancelled |  |
| **Activity ID: Activity 1.3**  **Description:**  Revise NCCAL Strategy | | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | | |
| **Purpose** | To strengthen the scope of services offered by the NCCAL. | | | | | | |
| **Description** |  | | | | | | |
| **% of progress to date:** | 5% | | | | | | |
| **Quality Log:** | | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| N/A | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Update NCCAL strategy, governance structure, organizational structure, HR policies and draft recommendations for revision. | | | Sep 2018 | Nov 2018 | N/A | Consultation sessions held with NCCAL on access to legal frameworks, staffing charts & organizational structure. |
| Review structure and mechanism for operating the museum division within the NCCAL strategy | | | Sep 2018 | Oct 2018 | N/A | Postponed |

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| **SECTION 2: ACTIVITY PERFORMANCE** | | | | | | |
| **Activity ID: Activity 2.1**  **Description:** Evaluate KNM and MoMA services and departments | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | |
| **Purpose** | To help align the NCCAL museums’ with international standards. | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 80% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Assess storage depots and inventory systems | | | Jan 2018 | Apr 2018 | Complete | Museum storages and labs we’re assessed, and recommendations made. |
| Reinstall and maintain museum inventory software and train museum staff on usage | | | May 2018 | Sep 2018 | Complete | Adlib software installed amd museum staff have been trained. Additionally, 40 fields have been customized in Arabic-English in order to make searches and data entry multi-lingual. |
| Conduct survey and develop conservation strategies (as part of capacity development programme) | | | Aug 2018 | Dec 2018 | Ongoing | The condition survery is currently being undertaken with the help of NCCAL staff. Once complete, it will provide more information on storage content, condition of items, and condition of the objects. |
| **Activity ID: Activity 2.2**  **Description:**  Develop Studies and programmes for NCCAL museums | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | |
| **Purpose** | To assess the need to develop proposed programmes. | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 30% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| N/A | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Develop a feasibility study for expanding the KNM museum services to include gift shops, cafeteria, guided tours, etc | | | Aug 2018 | Oct 2018 | Ongoing | Museums Services expert ToRs developed, and consultant contracted to develop the study on expanding the KNM museum services. First mission to Kuwait was conducted in September to assess the status quo. |
| Develop a feasibility of a new programme for the display of the Al-Sabah pre-Islamic collection in Building 17 | | | Dec 2018 | Dec 2018 | Ongoing | ToRs for the consultant has been developed and a call has been made. |
| Develop a museological programme of the “History of Kuwait” exhibition | | | Oct 2018 | Dec 2018 | Ongoing | ToRs for the consultant has been developed and a call has been made. |
| Follow up on the Exhibition of DAI's collection in Buildings 3 and 4, up to installation of the display in the galleries | | | Oct 2018 | Dec 2018 | N/A |  |
| **Activity ID: Activity 3.1**  **Description:**  Organize specialized training of NCCAL staff | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | |
| **Purpose** | To enhance the capacities of NCCAL staff. | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 40% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Assess current NCCAL programmatic capacities and develop recommendation plan | | | May 2018 | Sep 2018 | Ongoing | -Initial consultation sessions with NCCAL on status of staff training and capacities.  -Capacity assessment questionnaire devised.  - Technical support provided to the historical buildings department of the NCCAL in building a case to defend historical buildings from potential demolition. |
| Identify gaps in training or specialisation and draw up long-term training plan for NCCAL departments | | | Dec 2018 | Dec 2018 | N/A |  |
| Organize workshops in UNESCO conventions | | | May 2018 | Dec 2018 | Ongoing | - ‘Role of Museums in Kuwait: Policies and Practice’ workshop took place with regional and international expertise invited to present. A report of the workshop and results was developed.  - Training programme for ‘Safeguarding Intangible Cultural Heritage’ submitted and approved. Training to be conducted in October. |
| Organize workshops in conservation | | | April 2018 | Dec 2018 | Ongoing | - The conservation training programme is ongoing. The first phase of the training, which focused on interventive conservation, has ended, and a summary report was compiled.  - The second phase which focuses on preventative conservation is underway. |
| Organize storage management training | | | May 2018 | Nov 2018 | Ongoing | Investigation by international consultant into the storage conditions in order to prepare for the RE-ORG training in November. |
| **Activity ID: Activity 3.2**  **Description:**  Develop a framework for crafts development in the NCCAL Strategic Plan 2015-2020, specifically under Axis 6 of the Sectors Strategic Objectives (“Supporting, encouraging and developing Fine Arts”); | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | |
| **Purpose** | To integrate the crafts industries into the NCCAL strategy. | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| 3.2.1 Undertake a feasibility study for the establishment of an Arts and Crafts District in Kuwait, which includes a framework for crafts development | | | Sep 2018 | Nov 2018 | Ongoing | ToRs developed and a call has been made |
| 3.2.2 Develop a product development course programme | | | Nov 2018 | Nov 2018 |

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| **Activity ID: Activity 4.1**  **Description:**  Develop rebranding strategies, | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | |
| **Purpose** | To reposition NCCAL’s role as Kuwait’s designated cultural council. | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Develop the rebranding and communication strategies for NCCAL | | | Jul 2018 | Oct 2018 | N/A | Communications consultant TOR drafted. |

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| **Activity ID: Activity 5.1**  **Description:**  Build on the successful experience of DAI, explore international cooperation through a range of activities including scholarships and artists in residence programmes. | | | | | | |
| **Start Date: 1st July 2018** | | **End Date: 30 September 2018** | | | | |
| **Purpose** | In order to avoid mistakes and make informed decisions about the best-suited concepts, models, and programs for Kuwaiti institutes. | | | | | |
| **Description** |  | | | | | |
| **% of progress to date:** | 0% | | | | | |
| **Quality Log:** | | | | | | |
| **Quality Criteria**  *How/with what indicators the quality of the activity result will be measured?*  *(From the project document)* | **Quality Method**  *What method are you using to determine if quality criteria has been met.* | | **Quality Assessment Due Date** | **User Perspective**  *Was the user satisfied with what you have achieved* | **Timeliness**  *Was your achievement reached in the planned timeframe* | **Resource Usage**  *What were your activity*  *expenditure versus budget* |
|  | ***For each of the above indicate how you rate these from 1 to 9***  ***(1 lowest, 9 highest)*** | | |
| **N/A** | N/A | | N/A | N/A | N/A | N/A |
| **Sub Activities** | | | | | | |
| **Key Actions**  **(List activity results and associated actions)** | | | **Start Date** | **End Date** | **Status** | **Comments** |
| Review possible international and regional avenues for cooperation and develop and present a timetable of cooperation | | | Dec 2018 | Dec 2018 | N/A |  |
| Develop programme and facilitate the participation of regional cultural events | | | Nov 2018 | Dec 2018 | N/A |  |

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| **SECTION 3: PROJECT RISKS AND ISSUES**  **3.1 UPDATED PROJECT RISKS:** *(as in the project document)* | | | | | | | | |
| **#** | **Description** | **Date Identified** | **Type** Environmental  Financial  Operational  Organizational  Political  Regulatory  Strategic  Other | **Impact & Probability**  1 (low) to 5 (high) | **Countermeasures/ Mngt Response** | **Owner** | **Last update** | **Status** |
| 1 | *Local authorities not on track with project developments* | 2016 | Operational | 5 | Explain to local authorities the level of investment expected and identify milestones for effective institutional intervention and support | Local institutions, UNDP, UNESCO | 2016 | Identified |
| 2 | *Planning activities do not take into account institutional realities and local systems* | 2016 | Strategic | 5 | Brief experts properly on the level of institutional capacities and capabilities for change | UNDP, UNESCO | 2016 | Identified |
| 3 | *Local institutions do not execute internal changes to enable the project to accomplish its goal successfully* | 2016 | Operational | 3 | Bind local institutions to change agenda and track implementation. Report progress to the governance board | UNDP, UNESCO | 2016 | Identified |
| 4 | *NCCAL core team not mobilized and not seriously invested in the project implementation process* | 2016 | Operational | 5 | Make sure the NCCAL core team is identified and mobilized at the outset of the project and that it is fully dedicated to its implementation | NCCAL, UNDP, UNESCO | 2016 | Identified |
| 5 | *Government fails to commit to establishing a framework for the development of crafts in Kuwait* | 2016 | Operational | 5 | Explain the framework to the government and secure its support from the outset | GSSCPD, UNDP, UNESCO | 2016 | Identified |

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| **SECTION 4: LESSONS LEARNED LOG** | | | | | | |
| **#** | **Type** | **Date Identified** | **Successes** | **Shortcomings** | **Recommended Solutions** | **Submitted, updated by** |
| 1 | Project Management  Project Results  Human Factor  Other |  | *Describe what has worked well.*  *What factors supported this success?* | *Describe the challenges or areas for improvement and what was unanticipated* | *How were challenges overcome and how should things have been done differently/better?* |  |
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| **Section 5: MONITORING SCHEDULE/ 2018** | | | | |
| **Monitoring Action**  *(Description )* | **Due by** | **Completion date** | **Comments** | **Responsibility** |
| First Board Meeting |  | 28/03/2018 |  | PMU |
| 2018 AWP signed |  | August 2018 | Complete | PMU |
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| **Section 5: MONITORING BUDGET** | | | | |
| **Output(s)** | **Budget / USD**  **(All)** | **Utilization / USD**  **(2018)** | **%** | **Comments** |
| **Outputs** | 770,092 | 290,092 | 37.7% | Inclusive of UNESCO project staff costs |
| **Project Management** | 80,000.0 | 55,741.7 | 69.7% | UNDP Project Coordinator costs |
| **Miscellaneous** | 65,816.0 | 5,877.5 | 9% |  |
| **Evaluation** | 15,000.0 | None | 0% |  |
| **GMS** | 27,927.2 | 6,029.3 | 21.6% |  |
| **Total** | **958,835.2** | **357,740.5** | **37.4%** |  |

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| **SECTION 6: ASSETS LIST** | | | | | | | | | |
| **Asset ID** | **Description** | **Type** | **Serial No.** | **Tag No.** | **Model** | **Location** | **Acquisition Date** | **Currency** | **Cost** |
| 1 | Laptop | HP | 5cd6455207 |  | Pavilion Notebook | UN House |  | USD | 1650 |
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1. This template will be used for purposes of Quarterly, Annual and Final Project Reporting [↑](#footnote-ref-1)