**Guidance Note for quarterly report (July–September 2012)**


##  *KUWAIT*

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**Project Title: Support the development of the Central Statistics Bureau**

**ATLAS ID: 81254**

**ANNEX I: quarterly report (July–September 2012) for the Project: Support the development of the Central Statistics Bureau**

**ATLAS ID: 81254**

The report should be as concise as possible and include the following components:

**Cover Page**

 **[Photo/s or other images]**

|  |  |
| --- | --- |
| **Executing Agency:**  | United Nations Development Programme |
| **Country:** | Kuwait |
| **Project:** | Support the development of the Central Statistics BureauProject ATLAS ID: 81254 |
| **Project Duration:** | 2011-2013 |
| **Project Budget:** | $3,500,000 |
| **Reporting Period:**  | July–September 2012 |
| **Funds Allocated (US $):** |  |
| **Contact Persons:** | UNDP Resident Representative |

**TABLE OF CONTENTS** *[the table is not necessary if the report is less than 10 pages]*

**ACRONYMS**

1. **EXECUTIVE SUMMARY..……………………………………………………………..**
2. **INTRODUCTION………………………………………………………………………….**
3. **PROGRESS REVIEW…...……………………………………………………………….**
4. **CHALLENGES AND LESSONS LEARNED…………………………….………….**
5. **PARTNERSHIPS AND SUSTAINABILITY………………………………………..**
6. **FINANCIAL SUMMARY……………………………………………………………....**
7. **ANNEXES ……………..……………………………………………………………………**

**I. Executive Summary** *[1 page max]*

The Project: Support the development of the Central Statistics Bureau (81254) was signed in September 2011 to continue the activities which used to be covered under PA modality of the GSSCPD. The project focused on responding to the needs of CSB. The main target of the project has been to support conduction of the census:

**In the interim (July–September 2012) CSB has a major activity to build the SAM models which will consume 85% of the budget.**

**Achievements:**

The beneficiary of the project is satisfied with the outputs.

**Challenges:**

Among the most challenging factors faced by the Project were:

1. The shortage of funds versus ambitions of the beneficiary
2. The inability of a national counterpart to decide on planned activities as per the PD as resources become the main concern.
3. The novelty of NIM is causing confusion and delays and continuous guessing.
4. The delay in posting the RFP for the SAM project.
5. The ad hoc needs the beneficiary asks for that are not covered in the PD

**Lessons Learned:**

Perhaps the most impressive feature of this project is its synergy among and across the activities of the project. Another lesson learned is that one can never anticipate the emerging needs of the beneficiaries.

**Key developments**

* Capacity Building : All capacity building is done on the job. No formal training is made in any of the activities under this project.

**Key challenges (risks and issues)**

* Lack of funds will prove fatal to targets of this project.
* At the intended revision in September 2012, the project budget must be increased

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

* + Strengthen capacity: Given the salary scale, capacities will always be at best, mediocre
	+ There must be a review of the project asap to avert any disruption of the WAP.

**II. Introduction** *[2 pages max]*

The Project: Support the development of the Central Statistics Bureau (81254) was signed in September 2011 to continue the activities which used to be covered under PA modality of the GSSCPD. The project focused on responding to the needs of CSB. The main target of the project has been to support conduction of the census. :

**Achievements: can be listed in the following interventions:**

1. The most salient achievement is the successful completion of the National Census. UNDP has a major role in that success.
2. Number of experts recruited is as per the list below.
3. The willingness of UNDP office to accommodate ad hoc requests

**III. Progress Review** *[follow instructions below to compile table on next page]*

This section is intended to present an assessment of the extent to which the project / programme has progressed in relation to the outcome and output **targets** expected for the year. Perhaps the most salient achievement is the successful completion of the National Census. Other supporting interventions are planned and being carried out as per the WAP. Many ad hoc requests can not be expedited as the beneficiary wishes.

**IV. Challenges and Lessons Learned**

* *Challenges:* Key challenges appear in the fact that funds will be short in the interim.
* *Lessons learned:* There is a need to increase the budget asap.

**V. Partnerships and Sustainability**

The implementation is under UNDP NIM

**VI. Financial Summary**

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|  |  |
| --- | --- |
| Samir Hawana | Project manager |
| Dr. Jasem Al Ali  | GIS Expert  |
| Emad Saddad Abd El-Hakeim | Executive Administrative Support |
| Dr Salah Eldin AlHaj | Demography |
| Khaled Affan | Economics Expert |
| **SAM Building Project** | Consultancy firm ( pending) |

 |  |

This section is intended to give a summary overview of the available resources, as well as allocations and expenditures per project output. The figures should be based on the ATLAS Project Budget Balance (PBB) for Quarterly Reports; on the ATLAS Combined Delivery Report (CDR) for Annual Reports; and must correspond to the information provided in the progress review section.

Information on the resource allocation, expenditures and remaining balance should be at output level, distinguishing between different donors.

*Table 1: Overview of allocation and expenditure per output*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output**  | **Planned Budget for 2010** | **Available Resources (USD)\*** | **Expenditure (USD)** | **Balance**  |
| Donor 1 | Donor 2 | Donor 3 | Donor 1 | Donor 2 | Donor 3 |
| Output 1 |   |   |   |   |   |   |   |   |
| Output 2 |   |   |   |   |   |   |   |   |
| Output 3 |   |   |   |   |   |   |   |   |
| ***TOTAL***  |   |   |   |   |   |   |   |   |

\*Available resources include opening balance and allocated resources during the reporting period.

*Table 2: Overview of expenditures*

|  |  |
| --- | --- |
| **CATEGORIES** | **EXPENDITURE (USD $)** |
|
|
| International Personnel |  |
| International Consultants (Short Term - Technical) |  |
| Contractual Services - Companies |   |  |
| Service Contracts - Individual |  |
| UN Volunteer Costs |  |
| Travel Costs (Field Travel for Activities) |  |
| Publications and Books  |  |
| Telephone costs |  |
| IT Equipment |  |
| Field Costs (Operational) |  |
| Facilities & Administration |  |
| Bank Charges |   |  |
| **TOTAL** | **$0.00**  |

**ANNEX I: Annual Work Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS**and indicators including annual targets | **PLANNED ACTIVITIES***List all activities including M&E to be undertaken during the year towards stated CP outputs* | **TIMEFRAME** | **RESPONSIBLE PARTY** | **PLANNED BUDGET** |
| Q1 | Q2 | Q3 | Q4 | Source of Funds | Budget Description | Amount |
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