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


##  *KUWAIT*

###  الكــــويت

**for the GS-SCPD Project 79950**

1. **ANNEX I: quarterly report (July-September 2012) for the GSSCPD Project**

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:** | GS-SCPD Capacity Building 79950  |
| **Project Duration:** | 2010-2014 |
| **Project Budget:** | $16,000,000 |
| **Reporting Period:**  | July-September 2012 |
| **Funds Allocated (US $):** |  |
| **Contact Persons:** | UNDP Resident Representative |

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**ACRONYMS**

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

* The GS-SCPD project document 79950 was signed in September 2011 to continue the activities which used to be covered under PA modality. The project focused on responding to the needs of GS-SCPD as well as other Government entities, which do not have designated projects under UNDP programme. This situation is exasperating the budget of the Project as it responds to requests from many entities outside the realm of GS-SCPD. The following agencies benefited from the Project as of date:
	1. Ministry of Finance (two consultants for one year each).
	2. GS-SCPD (eight consultants with varied periods ranging from six months to one year each)
	3. Public Authority for Industry ( two consultants for one year)
	4. Ministry of finance ( two consultants for one year)
	5. Amiri Diwan ( one consultant for one year)
	6. Ministry of Education ( two consultants for one year)
	7. Offset National company ( one consultant for one year)

**In the interim July –September 2012 the same agencies listed above continued to be served**

**Achievements:**

All agencies using the intervention of the project are satisfied with the outputs.

**Challenges:**

Among the most challenging factors faced by the Project were:

1. The disconnection of the outputs.
2. Most requests were ad hoc and hence unsustainable.
3. The novelty of NIM is causing confusion and delays and continuous guessing.
4. The sudden change of the program administration at the Government.

**Lessons Learned:**

Perhaps the starkest lesson learned is the need for synergy among and across the activities of the project. There must be a one theme tying up all the activities to feel the impact in a focused manner.

**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.
* Needs Assessments: All activities start in need assessment exercise and is reported in the first progress report.
* The projects is assuming many roles thata re not in the WAP.

**Key challenges (risks and issues)**

* Strengthening commitment to MDGs: The Government is currently drafting the 2012 prohgress report on the MDG
* Building synergies: As indicated above this requires more attention.

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

* + Draw steps to reinforce synergies among activities within the project: UNDP's intervention in this area is critical.
	+ Strengthen capacity: Given the salary scale, capacities will always be at best, mediocre.
	+ Endeavour to move the administration of the project from the government to UNDP

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

* The GS-SCPD project document 79950 was signed in September 2011 to continue the activities which used to be covered under PA modality. The project focused on responding to the needs of GS-SCPD as well as other Government entities, which do not have designated projects under UNDP programme. This situation is exasperating the budget of the Project as it responds to requests from many entities outside the realm of GS-SCPD. The following agencies benefited from the Project as of date:
* Main objective and outcome expected as per the approved CPAP.
* The project relates to relevant national development goals in planning for more solid governance guidelines.
* Policy and programme context of this project is varied and deals with many areas.
* Project Approach includes recruiting needed experts upon request of beneficiaries and approval of UNDP and SCPD. Coordination is done at SCPD and quality is assessed against approved monthly reports.

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

1. Ministry of Finance (two consultants for one year each).
2. GS-SCPD (eight consultants with varied periods ranging from six months to one year each)
3. Public Authority for Industry (two consultants for one year)
4. Ministry of education (two consultants for one year)
5. Amiri Diwan ( one consultant for one year)
6. Offset National Company (one consultant for one year)
7. Many other entities are in the pipeline.

The Project can claim many achievements as it responded to immediate requests by various agencies. Many independent projects came out of said interventions. The HDR report is being drafted under the same arrangements of the project. All agencies using the Project were satisfied with the outputs.

**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. However, since the Project encompasses many varied beneficiaries, the outcomes are reflected in relevance to these beneficiaries and could not be standardized as per the format used in normal projects with PD governing them. Hence, outcomes are based on the interventions listed above. Planned interventions could be foreseen only at GS-SCPD.

**IV. Challenges and Lessons Learned**

* *Challenges:* Key challenges appear in the fact that the management will be ad hoc since many agencies are involved. That does not make for a better return.
* *Lessons learned:* There is a need for such arrangements as ad hoc requests must be accommodated. But for sure, such ad hoc activities must be dealt with away from the project.
* *The counterpart at the government is fully confused as the sudden shift in management of the programme occurred recently.*

**V. Partnerships and Sustainability**

The implementation is a mix of UNDP NIM and NEX. This must stop!

**VI. Financial Summary**

|  |  |  |
| --- | --- | --- |
| **SCPD** |  |  |
| **Project Number #: 79950** |  |  |
| **Counterpart: SCPD** |  |  |
|  |  |  |
|  |  |  |
| **Name** | **Position** | **Contract Duration** |
| Samir Hawana | project manager | 1/3/12 -28/2/13 |
| **Genaral planning activities / GS**  |   |   |
| Bashir Talibi | Econometrics Modeling Expert | 3/4/12 - 2/4/13 |
| Dr. Ahmed Olaimi | Strategic planner | 17/10/11 - 16/10/12 |
| Eslam Farag | Senior Software Developer | 1/6/11-30/5/12 |
| Dr. Kheder Durah | IT Expert | 28/11/11-27/11/12 |
| pending | Economics expert | pending |
|  pending | Engineer | pending |
| pending | Sociologist/economics  | pending |
|  pending | Econometrics Expert | pending |
| faris Al-obiad | Administrative Optimizer | 1/5/2012-30/4/2013 |
| Salman Swayed | Expert in Administration and Finance  | 2/1/2012 - 1/1/2013 |
|  pending | Follow up expert | pending |
|  pending | Development performance evaluation expert | pending |
|  pending | Administrative expert / Council committee | pending |
|   |   |   |
|   |   |   |
| **Development Institute**  |   |  |
| pending | Statistician  | 2010 budget completed |
| pending | Public Administration | 2010 budget completed |
| pending | Social studies | 2010 budget completed |
| pending |  strategist | pending |
|   |   |   |
|   |   |   |
| **Preparing the National HD Report** |   |   |
| Dr. Bader Mallah | Senior Development Expert plus team | 15/7/2011-14/7/2012 |
|  |   |   |
| **Development Minister's office** |  |  |
| AbdulElah Abu Ayyash  | Urban Development | 1 /11/2011 -30/10/2012 |
| Sayed Alhunayan | privatization Expert to Ministry of Finance | Feb 15-August 14 2012 |
|  Pending | Expert in Financial, Admin & Legal Auditor | pending |
|  pending |  Legal expert |   |
|  |   |   |
| Activities at Other Agencies |  |   |
| **Ministry of Finance**  |   |   |
| Eng. Fahad AlFuhaid | Engineer | July 15-July 14 2012 |
|  pending | Macro-Economics Expert | pending |
| pending | International Law Expert | pending |
|  |   |   |
| **Ministry of Trade and Industry**  |   |   |
| pending | Trade expert | 1/3/11 - 29/2/12 |
|   |   |   |
| **Public Authority for Industry (PAI)** |   |   |
| Radwan Elenany | Anri Dumping Expert | 05-04-12 / 04-02-13 |
|  Jamal AlHomsi |  Industrial Parks |   |
| **KFAS - Sabah Al Ahmad Foundation** |  | pending |
|  pending |  Expert in Strategic Administrative Planning |   |
|   |  | Oct 2011 - Oct 2012 |
|   |   |   |
| **National Offset Company** |   |   |
| Communication Expert |  pending | pending |
| HR Expert |  Pending | pending |
| Legal Advisory Expert |   | pending |
| Offset Program Expert |  Pending | pending |
| Strategic planning expert |  pending | pending |
| Public Private Partnership Expert | Terena Mcomber | April 15 -August 14 |
|  |  |  |
| **Ministry of higher education**  |   |   |
|  pending | Performance evaluation and follow up expert | pending |
|   |   |   |
| **Ministry of education**  |   |   |
| Salah AlSharhan | PPR | pending |
| Faraj Qubaisi | Admin. automation |  |
| **Central IT Agency**  |   |   |
| Saudi Abd Al Baset | NIA Net Expert  | 1 April 2012 - 30-March 2013 |
|   |   |   |
| **Central Consultant Committee** |   |   |
| Mohammad Modarres | Engineering and Feasibility Study  | 2/1/12 - 1/1/13 |
|   |  |   |
| **Amiri Diwan** |   |   |
| Peter Kenyon | Youth Expert  | 11/03/2012 - 10/01/2013 |
|  |   |   |
| **pending = in recruiting process**  |  |  |

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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