

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

|  |  |
| --- | --- |
| **Type of Reporting** | Annual |
| **Award ID:** | 00099130 |
| **Project ID:** | 00102378 |
| **Project Full Title:** | Preservation & Promotion of Kuwait’s Cultural Heritage (NCCAL) |
| **Implementing Partner:** | NCCAL |
| **Executing Partner:** | UNDP & General Secretariat of the Supreme Council for Planning and Development |
| **Project Team Members:** | Nour Alqattan, Project Coordinator |
| **Portfolio / Analyst:** | Sahar Shawa |
| **Award Start Date:** | 18th April 2017 |
| **Award End Date:** | 31st December 2018 |
| **Total Award Amount:** | USD 1,422,300 |
| **Reporting Period:**  | 1 October 2017 – 31 December 2017 |
| **Gender Attribute** | 2 |

|  |
| --- |
| **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 Round table discussions with national specialists in different areas including culture, sociology, political science, environment, security, demography, identity, etc.1.2 Convene international symposium on cultural policy. 1.3 Launch stakeholder assessment about people’s attitudes towards culture.1.4 Elaborate public cultural policy based on themes, topics, tendencies and trends identified via the above-mentioned activities and disseminate/publicize the policy document.1.5 Review and update the NCCAL Strategy in the framework of the proposed Policy Document.  |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | * 1. One NCCAL cultural policy framework developed and enacted.
 |
| **Output Baseline(s): (as in the signed document)** | Value = 0. |
| **Output Indicator(s) (revised as in AWP 2017)** | 1.1 NCCAL cultural policy framework developed and enacted. |
| **Main results achieved (1 Oct 2017 – 31 Dec 2017):** | N/AActivities have been postponed to 2018 due to recruitment delays. |
| **Project Output 2.0:** | **Institutional strengthening for NCCAL with focus on Museums Division**2.1 Review existing institutional assessments of museum division as part of the overall NCCAL Strategy.2.2 Evaluation of the current KNM services and departments suggesting possible improvements.2.3 Developing a feasibility study for installing, within the KNM compound, museum services to the visitors, such as museum and gift shops, cafeteria, guided tours, etc.2.4 Following up on the Exhibition of DAI's collection in Buildings 3 and 4, up to installation of the display in the galleries.2.5 Studying the feasibility of a new programme for the display of the Al-Sabah pre-Islamic collection in Building 17.2.6 Forming a support team at the core of NCCAL KNM to undertake the condition survey of the ethnographic collection and developing conservation strategies.2.7 Museological programme and opening of the “History of Kuwait” exhibition). |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | 2.2 One KNM project reviewed and improvements made.2.3 Survey the Ethnographic collection. |
| **Output Baseline(s) (current year):** | Value = 0 |
| **Output Indicator(s) (current year):** | 2.1 KNM core documents prepared.2.2 KNM project reviewed and improvements made.2.3 Ethnographic collection surveyed and action plan drafted.  |
| **Main results achieved (1 Oct 2017 – 31 Dec 2017):** | N/AActivities have been postponed to 2018 due to recruitment delays. |
| **Project Output 3.0:** | **Capacity development plan for NCCAL implemented and handicrafts and creative industries framework established and capacities enhanced**3.1 Map out capacity development needs for NCCAL staff.3.2 Hold round table discussions with different segments of society to explore and debate. different models of National Museum across the globe.3.3 Prepare an implementation plan covering all aspects of capacity development (Study tours, on job trainings, specialized courses, coaching,,…etc.)3.4 Organize specialized training of NCCAL/DAI conservators.3.5 Organize specialized training of NCCAL/DAI staff in exhibition planning and delivery.3.6 Developing 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”).3.7 Undertaking a feasibility study for the establishment of a National Center for Traditional Crafts.3.8 Conducting 2 product development workshops, under the guidance of an International Designer, preferably from the Arab Region (such as Jordan, Egypt, Tunisia or Morocco).3.9 Outsource two marketing studies, one on demands and one on distribution.3.10 Facilitate participation in international trade fairs. |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | 3.1 Two training workshops for NCCAL\KNM staff in conservation and exhibition planning and delivery conducted3.2 One Handicrafts framework established 3.3 One training workshop for al Sadu Cooperative3.4 A Feasibility study for National Centre for Traditional Handicrafts prepared. |
| **Output Baseline(s) (current year):** | Value= 0 |
| **Output Indicator(s) (current year):** | 3.1 Number of training for NCCAL\KNM staff in conservation and exhibition planning and delivery conducted3.2. Handicrafts framework established 3.3 Number of training workshops for al Sadu Cooperative3.4 Feasibility study for National Centre for Traditional Handicrafts prepared. |
| **Main results achieved (1 Oct 2017 – 31 Dec 2017):** | N/AActivities have been postponed to 2018 due to recruitment delays. |
|  |  |
| **Project Output 4.0:** | **NCCAL undertakings widely disseminated**4.1 Conduct a public survey (including social media) to gather people’s attitudes and aspirations for KNM4.2 Develop and implement a communication and outreach strategy for NCCAL & KNM4.3 Conduct NCCAL core museum team training in advocacy, outreach and culture-based communications  |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | One training workshop in communication, outreach and culture-based communication |
| **Output Baseline(s) (current year):** | Value = 0 |
| **Output Indicator(s) (current year):** | 4.1 Number of training workshops in communication, outreach and culture-based communication delivered |
| **Main results achieved (1 Oct 2017 – 31 Dec 2017):** | N/AActivities have been postponed to 2018 due to recruitment delays. |
| **Project Output 5.0:** | **SSC/TRc enacted through benchmarking, knowledge sharing and international positioning**5.1 Building on the successful experience of DAI, prepare programmes in the areas of collections management, exhibition preparation, travelling exhibitions, cultural programming and international cooperation. 5.2 Proposing trips with the purpose of learning from the experiences and expertise developed in the GCC and Asia through a South-South and Triangular coordination process. |
| **Output Target(s) (for end of 2017 as per AWP 2017):** | 5.1 One benchmarking trip organized |
| **Output Baseline(s) (current year):** | Value = 0 |
| **Output Indicator(s) (current year):** | 5.1 Number of benchmarking trips (facilitated by UNESCO and financially supported by NCCAL) |
| **Main results achieved (1 Oct 2017 – 31 Dec 2017):** | N/AActivities have been postponed to 2018 due to recruitment delays. |

|  |
| --- |
| **SECTION 2: ACTIVITY PERFORMANCE** |
| **Activity ID: Activity 1.1****Description:** Round table discussions with national specialists in different areas including culture, sociology, political science, environment, security, demography, identity, etc.  |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To discuss developed policy & the positioning of culture in today’s world and the role it plays in society. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 1.2****Description:**  Convene international symposium on cultural policy. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To be aware of the latest trends in international debates and thinking about cultural policy. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 1.3****Description:**  Launch stakeholder assessment about people’s attitudes towards culture. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To understand the latest national perceptions and trends as well as to accurately define what cultural services NCCAL can offer to its audiences. |
| **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** |
| N/A |  |  |  |  |

|  |
| --- |
| **Activity ID: Activity 1.4****Description:**  Elaborate public cultural policy based on themes, topics, tendencies and trends identified via the above-mentioned activities and disseminate/publicize the policy document. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To give the NCCAL a stronger base for its strategic outlook. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 1.5****Description:**  Review and update the NCCAL Strategy in the framework of the proposed Project Document. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To strengthen the scope of services offered by the NCCAL. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 2.1****Description:**  Review existing institutional assessments of museum division as part of the overall NCCAL Strategy. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To assess the status quo and be able to suggest improvements based on assessment. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 2.2****Description:**  Evaluation of the current KNM project |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To suggest improvements on the project. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 2.3****Description:**  Developing a feasibility study for installing, within the KNM compound, museum services to the visitors, such as museum and gift shops, cafeteria, etc. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To assess the need to install the above.  |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 2.4****Description:**  Following up the exhibition of DAI’s collection in Buildings 3 and 4, up to the installation of the display in the galleries. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | Help make the execution of the exhibition successful. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 2.5****Description:**  Studying the feasibility of a new programme for the display of the Al Sabah pre-Islamic collection in Building 17. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To assess the need to display a new programme in the Al Sabah pre-Islamic collection in Building 17. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 2.6****Description:**  Forming a support team at the core of KNM to undertake the condition survey of the ethnographic collection and developing conservation strategies. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To develop conservation strategies for the ethnographic collection in KNM. |
| **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** |
| N/A |  |  |  |  |

|  |
| --- |
| **SECTION 2: ACTIVITY PERFORMANCE** |
| **Activity ID: Activity 2.7****Description:**  Develop Museological programme and opening of the “History of Kuwait” exhibition. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To create a proactive role for museums. |
| **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** |
|  |  |  |  |  |
| **Activity ID: Activity 3.1****Description:**  Map out capacity development needs for NCCAL staff. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To pinpoint development scope. |
| **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** |
|  |  |  |  |  |
| **Activity ID: Activity 3.2****Description:**  One or two round table discussions with different segments of society (subject matter experts, traders, architects and planners, artists and writers, community representatives, tourism agents, etc) to explore and debate different models of National Museums across the globe. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To define what specificity Kuwait has and can project into a National Museum project and what aspirations and ambitions are out there for a project of that sort |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 3.3****Description:**  Prepare an implementation plan covering all aspects of capacity development (study tours, job training sessions, specialized coursed, coaching, …). |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To execute the implementation plan and enhance capacities. |
| **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** |
|  |  |  |  |  |

|  |
| --- |
| **Activity ID: Activity 3.4****Description:**  Organize specialized training of NCCAL/DAI conservators. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | NCCAL staff will be self-reliant and won’t need to hire conservators externally. |
| **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** |
|  |  |  |  |  |

|  |
| --- |
| **Activity ID: Activity 3.5****Description:**  Organize specialized training of NCCAL\DAI staff in exhibition planning and delivery. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To plan and deliver exhibitions in a more effective manner. |
| **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** |
|  |  |  |  |  |
| **Activity ID: Activity 3.6****Description:**  Developing 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: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To integrate Crafts into the NCCAL framework. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 3.7****Description:**  Undertaking a feasibility study for the establishment of a National Center for Traditional Handicrafts. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To assess the need to establish a National Center for Traditional Handicrafts. |
| **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** |
| N/A |  |  |  |  |

|  |
| --- |
| **Activity ID: Activity 3.8****Description:**  Conducting 2 product development workshops, under the guidance of an International Designer, preferably from the Arab Region (such as Jordan, Egypt, Tunisia or Morocco). |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To develop artistic talent through knowledge sharing. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 3.9****Description:**  Outsource two marketing studies, one on demands and one on distribution. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To promote economic growth. |
| **Description** | Undertaking a marketing study on the demand of potential consumer groups and new outlets, besides well designed Sadu craft shop, for the distribution of products, such as Shopping Malls which play a significant role in contemporary Kuwaiti society |
| **% 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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 3.10****Description:**  Fostering participation in 2 International Craft Trade Fairs, one in Asia and one in Europe/USA |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To increase Kuwait’s global presence in the field of culture. |
| **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** |
| N/A |  |  |  |  |

|  |
| --- |
| **Activity ID: Activity 4.1****Description:** Conduct a public survey (including social media) to gather people’s attitudes and aspirations for the National Museum of Kuwait |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | To avoid public disengagement with KNM. |
| **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** |
|  |  |  |  |  |
| **Activity ID: Activity 4.2****Description:**  Support the development of an Advocacy and Communications Strategy for the KNM and NCCAL. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | An outreach plan is needed to keep the end-user engaged. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 4.3****Description:** Conduct NCCAL core museum training in advocacy, outreach and culture-based communications. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | An outreach plan is needed to keep the end-user engaged. |
| **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** |
| N/A |  |  |  |  |
| **Activity ID: Activity 5.1****Description:**  Building on the successful experience of DAI, prepare and implement programmes in the area of collections management, exhibition preparation, traveling exhibitions, cultural programming and international cooperation. |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **Purpose** | In order to make mistakes and make informed decisions. |
| **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** |
|  |  |  |  |  |
| **Activity ID: Activity 5.2****Description:**  Proposing trips with the purpose of learning from the experience and expertise developed in the GCC and Asia through a South-South and Triangular coordination process.  |
| **Start Date: 1 Oct 2017** | **End Date: 31 Dec 2017** |
| **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** |
| N/A |  |  |  |  |

|  |
| --- |
| **SECTION 3: PROJECT RISKS AND ISSUES****3.1 UPDATED PROJECT RISKS:** *(as in the project document)* |
| **#** | **Description** | **Date Identified** | **Type** EnvironmentalFinancialOperationalOrganizationalPoliticalRegulatoryStrategicOther | **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 |

|  |
| --- |
| **SECTION 4: LESSONS LEARNED LOG**  |
| **#** | **Type** | **Date Identified** | **Successes** | **Shortcomings** | **Recommended Solutions** | **Submitted, updated by** |
| 1 | Project ManagementProject ResultsHuman FactorOther |  | *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?* |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Section 5: MONITORING SCHEDULE/ 2017** |
| **Monitoring Action** *(Description )* | **Due by** | **Completion date** | **Comments** | **Responsibility** |
| Project document signed |  | 18/04/2017 |  | PMU |
| Board meeting |  | 05/10/2017 | Meeting on project’s progress  | PMU |
| UNESCO scoping mission |  | 24/11/2017 |  | NCCAL |
| Project Coordinator Hired |  | 01/12/2017 |  | PMU/HR |
| Q4 QPR | 31/12/2017 |  |  | PMU |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Section 5: MONITORING BUDGET**  |
| **Output(s)** | **Budget****(All)** | **Utilization (2017)** | **%** | **Comments** |
| **Outputs** | 832,300  | None | 0% |  |
| **Project Management** | 530,000 | 44966 | 8.5% |  |
| **Miscellaneous** | 15,000 | NA | 0% |  |
| **Evaluation** | 15,000 | None | 0% |  |
| **GMS** | 30,000 | 1349 | 4.5% |  |
| **Total** | **1,422,300** | **46,315** | **3.3%** |  |

|  |
| --- |
| **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 |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |   |   |
| 6 |   |   |   |   |   |   |   |   |   |
| 7 |   |   |   |   |   |   |   |   |   |
| 8 |   |   |   |   |   |   |   |   |   |
| 9 |   |   |   |   |   |   |   |   |   |
| 10 |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |

1. This template will be used for purposes of Quarterly, Annual and Final Project Reporting [↑](#footnote-ref-1)