**Annual Project Progress Report**

**Project title:** Support to the Civil Service Academy under the President of Turkmenistan

**Project/Award ID:** 00103026

**Implementing partner:** Civil Service Academy

**Period covered in this report:** January – December 2017

**Date of last Annual Report:** N/A

**Date of the last Project Board meeting:** 16 January 2018

**Date of last Quality Assurance and rating:** 10.11.2017 / Satisfactory

**1.Project Performance**

**a) Please state the expected Output of the Project, set indicators and corresponding CP Outcome (as per project document/AWP):**

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| **Project Output 1:** Academy’s strategic plan is developed and includes updated Academy’s Vision, Mission, and a 3-year plan.  **Output indicators:** Updated Mission and the vision for the Academy are developed. Strategic plan is developed and being implemented.  **Output targets:** Strategic plan with concrete goals, targets, indicators, and timeline.  b) Were the indicators and output achieved? Yes ✓ No🞎 Partially 🞎  c) If no or partially, please explain why?  **Project Output 2:** Academy’s curricula are updated/expanded based on international practices and national priorities.  **Output indicators:** Academy’s curricula updated and new courses/methodology manuals are developed and used.  **Output targets:** Updated curricula, new curricula, methodological manuals.  b) Were the indicators and output achieved? Yes ✓ No🞎 Partially 🞎  c) If no or partially, please explain why?  **Project Output 3:** Links with leading peer institutes/public management schools, leading scholars, and other public service resources are established.  **Output indicators:** Links/relations with institutes/public relations schools, or other public service resources are established.  **Output targets:** Agreements/MoUs on cooperation, subscriptions, membership in public management hubs and associations.  b) Were the indicators and output achieved? Yes 🞎 No🞎 Partially ✓  c) If no or partially, please explain why?  Project Output 3 comprises of three Sub-activities.  **Sub-Activity 1:** Study visit to UNDP Civil Service Regional Hub and Academy of Public Administration under the President of Kazakhstan in Astana, Kazakhstan postponed for next year.  **Sub-Activity 2:** MoU on cooperation was achieved with several foreign educational institutions. Prepared preliminary set of documents will be sent to Cabinet of Ministries for further consideration and approval. Full achievement of the following Output will take time as the decision will be made on high government level.  **Project Output 4**: Electronic educational and informational system of the CSA are strengthened.  **Output indicators:** Website and other electronic resources of the Academy are developed and strengthened.  **Output targets:** Academy’s website is upgraded, electronic informational resources and online/offline courses are available through the Academy’s website/intranet.  b) Were the indicators and output achieved? Yes 🞎 No🞎 Partially ✓  c) If no or partially, please explain why?  Partial delivery of IT hardware, the rest of delivery was scheduled for the beginning of 2018. |

**2.Progress Reporting**

**a) Please summarize the main achievements during the project cycle:**

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| **Project Output 1:**  As a result of Project Output 1, Academy’s Vision, Mission and a 3-year plan were developed and widely dessiminated among the academy teaching staff. Structure of the Academy was created and finalized; suggested study plans for Bachelor and Master’s degrees were developed in thorough.  Road map for implementation of strategic plan of the Academy was developed and finalized. Set of regulatory and legal documents were developed for consideration and approval at high government level.  **Project Output 2:**  As a result of the seminar and round table, the level of awareness of the listeners on the international experience of anti-corruption policy was raised, a reserve of the civil service staff was developed and the national experience of several countries on administrative reforms in the public service system (for instance: Eastern Europe, the Baltic countries, CIS and CA). Students of the Academy received access to the information/ database on international experience of anti-corruption activities and regulatory documents.  **Project Output 3:**  **Sub-Activity 1:** Based on the results of the postponement of the study visit to Astana, Kazakhstan, the terms of the visit and the list of participants were finalized and approved by the Academy's management staff. This issue was also agreed with the representatives of the Ministry of Foreign Affairs of Turkmenistan. The trip is scheduled for February 2018.  **Sub-Activity 2:** The level of awareness of representatives of ministries and departments and listeners of ACS on the international experience was raised in the following areas:  1. Performance of European higher schools of public administration based on experience carrying out the civil service reforms;  2. Forms and methods of development of anti-corruption policy based on experience of EU countries (for instance: Croatia, Bulgaria and Estonia).  Provision of services for the use of ICT technologies based on the experience of Azerbaijan (ASAN).  MoU on cooperation was achieved with the Bashkir Academy of Public Administration under the President of the Republic of Bashkortostan, Ufa, Russia and UNDP Civil Service Regional Hub and Academy of Public Administration under the President of Kazakhstan. Preliminary set of documents were prepared and will be sent to Cabinet of Ministries for further consideration and approval.  **Sub-Activity 3:** The level of awareness and knowledge of the Academy's listeners and faculty in legislative and regulatory and legal regulation of the fight against corruption in the system of public administration and service was improved. The practical skills of the Academy's listeners in developing and implementing business projects, as well as in strategic management (planning, needs assessment, resource management, performance evaluation) were also improved.  **Project Output 4:**  **Sub-Activity 1:** Based on the results of the activities, a list of necessary information on organization of the educational process necessary to create a single electronic database was established (since the names of the groups, the number and quality of the participants, the names of ministries and government agencies, professional data, etc.).  **Sub-Activity 2:** As a result of the needs assessment, it was suggested that ICT be included as a separate component in the Academy's development strategy for the next 3 years (for instance: distance education, information and resource center, e-library and database).  **Sub-Activity 3:** For the Academy’s web portal, a database of faculty members was developed in an electronic format, which includes autobiographical data, curriculum plans, sources of literature, etc. Under the guidance of UNDP Communication Associate, developed database of the academy was displayed properly on the website.  **Sub-Activity 4:** Payment for Internet services for the 6 months of 2018 year was covered. Quality of access to Internet resources improved and its effective use for educational purposes are carried out.  **Sub-Activity 5:** Based on the developed specification, the procurement and phased delivery of technical equipment was made. The first part of the technical equipment was delivered on December 1, 2017. The arrival of the second part is scheduled to February 2018. |

**3. Project Risks and Issues**

**The project Risk Log is maintained throughout the project implementation to capture potential risks to the project and associated measures to mitigate risk.The Project Manager shall maintain and update the Risk Log and ensure that risks are identified, communicated and managed effectively.**

**A number of potential risks are listed below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of risk** | **Type and category** | **Risk management actions** | **Current situation** |
| Project launched with slight delay. There is a risk to be out of schedule of project implementation. | Operational/Financial | To mobilise project human resources to be in time with implementation of project activities. | Reduced |
| Delay in transfer of the first installment. | Financial | To be discussed with CSA finance unit and Ministry of Finance. | Changed |
| No project management budget. | Operational | To propose interim solution, i.e. IC contract for PM functions. | Changed |

**4.Lessons learned and follow-up steps (if applicable)**

**a) Please provide the lessons learned and further steps after the project’s closure.**

N/A

**5.Transfer of Assets or other related matter**

**a) Please state on any past or future transfer of assets made within the project cycle (Attach list of equipment, cooperation frameworks with beneficiaries, etc.):**

Within the project cycle, IT equipment was purchased and delivered to the Academy. Please see the following description beneath:

* 25 computers and 2 printers;
* 1 interactive display and 25 UPCs.

**Attachment:** List of Assets

**7.Financial management**

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| --- | --- | --- | --- |
| **Budget item** | **Total approved in 2017 (in USD)** | **Expenses + commitments** | **Budget utilization in % to planned** |
| **Component 1** | $ 4,026.00 | $ 0,00 | 0 |
| **Component 2** | $ 9,463.00 | $ 22,408.65 | 2.4 |
| **Component 3** | $ 37,100.00 | $ 61,700.87 | 1.7 |
| **Component 4** | $ 63,003.00 | $ 36,406.30 | 0.6 |
| **Project management** | $ 18,000.00 | $ 16,488.03 | 0.9 |
| 7 % Management cost from the Government (GMS) | $ 4,515.00 | $ 0.00 | 0.0 |
| **Total delivery in 2017** | $ 136,107.00 | $ 137,003.85 | 1.01 |
| **In % total project budget** |  |  |  |

**Prepared by**: **Sapargeldy Annarejepov** (**Project Manager)**

**Date: 07.02.2018**

**Approved by: Nurjemal Jalilova (Programme Spesialist)**

**Date:**