



UNDP Bahrain
Virtual Project Appraisal Committee
“Implementation Support and Monitoring”
May 2017

Participants:

- UNDP Bahrain:
 - o Mr. Amin El Sharkawi, Resident Representative
 - o Mr. Stefano Pettinato, Deputy Resident Representative
 - o Ms. Shalet Pais, Finance Associate
 - o Ms. Sabeeka Alshamian, Programme Analyst

Background:

As a Net Contributing Country (NCC), in Bahrain all funds related to UNDP’s programme, projects and office cost are borne by the Government of Bahrain (GoB). UNDP Bahrain manages projects using the National Implementation Modality (NIM). This project will facilitate a better project budgeting approach to be followed by the Country Office.

According to the directive by the Ministry of Foreign Affairs, a maximum of 35% of resources from Government Local Office Costs (GLOC) will be reallocated to the this newly created project, to support project implementation and implementation support services through this project. The project will allow for management of the Direct Project Costing (DPC) budget, as agreed with the Government. Costs related to staff who directly support development programmatic and operational activities linked to project/programmes will be charged to this project, which will in turn assist the CO to measure the actual cost of managing projects.

Process:

The preparation of the Project Document built on an initial concept note from UNDP which was then followed by an agreement letter from MoFA, and its appraisal was structured around a period of several months, through several iterations within UNDP using email exchanges and meetings. The format and minutes of the discussions is listed below.

Minutes of main exchanges on BHDR:

Date	Subject	Format	Participants	Comments
August 10 th '16	Concept prepared and shared with MoFA	Document		Concept prepared by SP and shared with AS to be sent to MoFA outlining the purpose, rationale and strategy of the DPC project.
January 8 th	UNDP received letter from MoFA agreeing on the DPC concept	Letter	MoFA (Sh. Abdulla, AS)	The letter referenced to the discussion that happened last year and the concept note and informed UNDP that the resources for this project is to be taken from the GLOC and that it should be a DIM project.
February	Start developing project document		UNDP (SP, SS)	The team started working on the project document
March 19 th	First draft of ProDoc is ready	Email exchanges with word document	UNDP (SP, SS)	Sharing first draft document based on the discussions in the meeting
March 20 th	Discussion on the ProDoc	Internal meeting	UNDP (SP, SS)	Sabeeka and Shalet met and discussed the project document changes.
March 29 th	Update on the ProDoc	Email exchanges with word document	UNDP (SP, SS, SP)	Sharing updated document based on the discussions in the meeting
April 18 th	General DPC discussion	Internal meeting	UNDP (SP, SS, SP)	Discussion progress around the finalization of the ProDoc
April 18 th	Draft ProDoc	Email exchanges with word document	UNDP (SP, SS, SP)	Gradual improvement of Project Document, incorporating all comments and views.
May 2 nd	Updated ProDoc	Email exchanges with word document	UNDP (SP, SS, SP, AS)	Final document shared with RR


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