**Quarterly Program/Project Progress Report**

**AWP Program/ Project Progress Report (For IPs as custodians of the AWP)**

**UNDAF Strategic/Thematic Area**: Good Governance

**UNDAF Outcome**: Devolution of power promoted, resulting in more effective response to community driven needs and better and more equitable access to quality public services and utilities in particular by vulnerable, poor and marginalized.

**CP Outcome**: Capacity for Leadership professional development built and sustained

**Program/ Project**: Establishment of a National Leadership Development Institute

**Reporting Period/Quarter**: July 2013 to September 2013/ 1st Quarter

**Agency**: UNDP

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|  | **Planned Activities** | **Indicators and Annual Targets** | **Results achieved during this quarter** | **Cumulative results achieved since Q1 this year** | **Issues/ Challenges** |
| **1** | **Output 1: ILG Governance structure strengthened** |
| 1.1 | **Communication & PR (Open day events, newsletters, brochures…)** | ***Target:*** *1 event,**1 Newsletters,**1 Brochure**& Web Page, 1 updated HB and**1 Campus based radio program* | **Plan**: An event was planned to help the ILG to communicate activities to different stakeholders (potential trainers, mentors, donors, students, public speeches providers, etc.). Moreover, ILG also planned to use other communications means (newsletter, brochure and web-site) to communicate with stakeholders. In addition, a campus based radio program was planned to be set up during the year.**Progress**: The campus based radio program was the major activity of the quarter. The company from China has produced and shipped the equipment to Ethiopia. Currently ILG is conducting the custom clearing activities.  | On progress |  |
| 1.2 | **Procurement of equipment and stationery** | **Target:** List of stationery materialsand furniture | **Plan**: A detailed list of equipment and stationery needed to fully furnish offices and to avail reference material to students and staff**Progress**: Book shelves, coffee table and managerial chairs were purchased |  |  |
| **2** | **Output 2: Curriculum design and development** |
| 2.1 | **Printing of course materials** | **Target**: Produce, design and print 9 modules | **Plan**: The 9 identified modules in the ILG curriculum will be written with a professional standard (meet criteria set by HERQA). Moreover, The identified modules in the ILG curriculum will be designed and printed with a professional standard (that may include the printing of Curriculum and Syllabus)**Progress**: ILG has completed the production of modules and the Finance has been mandated to undertake the printing of modules **Result**: Ongoing |  | Finance is looking for printers |
| **3** | **Output 3: Training and Mentoring Capacity Developed** |
| 3.1 | **Training & study tour for ILG staff** | **Target**: 2 trip | **Plan**: ILG planned to conduct study trips to share the experiences of emerging and advanced nations, institutes which have long experiences in Federalism, democracy and producing leaders and to fill existing gaps of ILG.**Progress**: No training and visit was planned for the quarter**Result:**  | 1 study tour and 1 training of staff |  |
| 3.2 | **Training of Instructors** | ***Target***: 32 Trainers trained |  **Plan**: Training of instructors will help to reinforce capacities of teaching staff (training areas will be crafted from the workshop). Experts will be invited to provide the trainings.**Progress**: No training of staff was planned for the quarter |  |  |
| 3.3 | **Invitation of national and foreign guest speakers**  | ***Target***: 8 public speeches | **Plan**: ILG planned to conduct 5 Public Speeches which will give the opportunity to speakers from various backgrounds to come and share their experiences, successes & challenges. People with senior position in public sector, private sector and NGOs are expected to deliver speeches. Summaries of these speeches will be produced by students & then published in the ILG Newsletter.**Progress**: ILG was accepting new students on the quarter and there was no plan of public speech. |  |  |
| 3.4 | **Recruitment of local instructors and trainers to train students on Foundation Courses and PM + recruitment of an international Instructor** | ***Target***: 40 local instructors and 4 international instructors | **Plan:** There is one foundation module composed of 8 courses where Instructors deliver classes. There are 2 periods of professional modules in the curriculum. All trainers may come from Ethiopian administrations and share experiences through real cases study. International Instructors will be hired to deliver some courses.**Progress**: 6 trainers on various fields trained students who were following on their professional module**Result**: Students shared experiences from instructors with varied backgrounds | 1 international consultant hired which strengthened the capacity of ILG6 part time instructors hired |  |
| 3.5 | **Support the implementation of club activities (CCAs- Language, Sport, Culture, Newsletter & Gender)** | **Target**: Establish 5 clubs | **Plan:** ILG planned to establish 5 clubs (Language, Sport, Culture, Newsletter and Gender). The clubs are expected to have organizational chart of the Management of the Club (key position and name of each responsible person), number and list of the Club’s Members, rules and regulations of the Club + Philosophy and strategy and Work plan and Budget **Progress:** New batch of ILG students have been organized in to the existing co-curricular clubs. | 2 clubs are functional |  |
| **4** | **Output 4: Student intake capacity of the institute strengthened** |
| 4.1 | **Assessment of the entrance exam - M&E** | **Target**: 1 assessment | **Plan**: The Entrance Exam is a crucial activity of the ILG to recruit the best candidates who will be the future leaders of the public sector. ILG planned to Assess the 3 Entrance Exams with the aim of making it more competitive, proportion of the number of candidates and the number of available places, more transparent, better organized so that candidates will be better prepared, establishing preparatory cycles, etc. The assessment was planned to be conducted by internal and external assessors. Moreover, ILG has also planned to conduct a workshop on the findings of the assessment.**Progress**: The firm which is selected to conduct assessment of the entrance exam has been able to produce the draft assessment report and shared with the Institute. Moreover, the firm has presented the draft report to the Management of the Institute for primary comments. Following this a validation workshop will be prepared to receive comments from stakeholders.**Result**: Draft assessment report produced | Draft Report produced |  |
| **5** | **Output 5: Research and Consultancy capacity of the Institute is Strengthened** |
| 5.1 | **Support Research Activities (LIFT included)** | *Target* : 8 minimum  | **Plan**: The ILG aims to become a center of reflection on administrative issues in the country. Publishing its own high quality level journal may help it. LIFT (Leadership For Transformation)**Progress**: In partnership with Cranfield University ILG has started working on collecting research papers to be published on the LIF. ILG and Cranfield will prepare a workshop from 17 to 18 of November 2013. The theme of the workshop will be Leadership and Governance Challenges to the *Promotion of Security and Development in the Horn of Africa.* | ongoing |  |
| **Lessons Learned*** Proper planning important to achieve goals on time
 |
| **Innovation** |
| **Recommended Actions** | **Time Frame** | **Responsible Body** |
| Accelerate the Campus based radio program  | November 2013 | ILG Admin Team Leader, Finance |
| Facilitate training of Staff | December 2013 | Foundation Module Coordinator |
| Prepare Acceleration Strategy | November 2013 | ILG Director, Project Officer, Technical Advisor |

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| Name/Designation: Project Officer | Name/ Designation: Director, ILG |
| Date: October 2013 | Date: October 2013 |