

# **PR 36**

**December | 2013**

## **EXPERT'S MONTHLY PROGRESS REPORT**

PART I: TO BE FILLED BY THE CONSULTANT  
PERSONAL AND SERVICE PARTICULARS

**NAME: Roberto Fabbri**

### **POSITION AND CURRENT DEPARTMENT:**

1. Position: Consultant - Project manager(PM) for the Dar al-Athar al-Islamiyyah
2. Project Title: Training for restoration and display of the DAI Collection at KNM.  
Project Number: 00058304
3. Date of Appointment: June 1st 2013.
4. Date of Completion: May 31th 2014.
5. Name of Ministry/Department (Beneficiary): Supreme Council for Planning and Development and Dar al-Athar al-Islamiyyah.

### **A LIST OF DUTIES PER APPROVED**

- Manage, Coordinate and supervise the works for the museum rehabilitation, the galleries development, the new exhibition layout, the showcases displacement, the objects display and the graphic and AV conception.
- Coordinate the works between the consultants, the contractors, the experts and the DAI project committee.
- Train DAI architects and engineers in construction supervision.
- Provide training to Kuwait engineers and architects in application of the tender documents during the construction phase.
- Train in museum and exhibition design, galleries preparation, objects installation.
- Train in review all reports submitted by all consultants, local and international.
- Train in checking the submittals from the contractors.
- Train the architects / engineers in technical meetings.
- Train in museum maintenance supervision.
- Undertake any other tasks pertaining to the consultancy deemed appropriate to DAI and UNDP.
- Coordinate with Project Coordinator to meet expected expertise and guarantee quality work.
- Running occasional focus groups and surveys can help to find solutions to problems.
- Responsible to track project changes and produces updated site based schedule.
- Reporting to the DAI project committee on the development of the project.

## B ACHIEVEMENTS REPORT DURING THIS PERIOD

- UNDP / SCPD / DAI training programme : (ongoing)
  - During the month of December the PM was involved, with DAI sr. staff and the UNDP office in arranging the visit of the selected candidates.
  - The 3 selected profiles are expected to join DAI in the beginning of 2014.
  - Meanwhile the two remaining positions are currently re-opened and they will go under a second phase of evaluation. A good number of candidates are responding to the call. The profile evaluation process is expected to be finalized in early January.
  - During the month of December the PM prepared all the documentation to close the project year: annual report, quarterly report. The PM also started the evaluation for the expert S. Budden's contract renewal. Moreover a meeting was held with DAI seniors to start organizing the 2014 annual work plan. The general guidelines for 2014 will be discussed again in further meetings planned in the second half of December, in order to meet DAI expectations. The AWP will be delivered in early January.
  
- New research & exhibition project MAK (ongoing)
  - The preparatory research for the new exhibition is currently ongoing and the collected information is shaping up a deep investigation on the subject.
  - The exhibition and publication subject will be Modernist Architecture in Kuwait (MAK), and the PM/expert is the research coordinator of a broader team.
  - The research team paid visit to the Centre for Research & Studies on Kuwait (CRSK) and established a fruitful relation in order to exchange knowledge and information. The Center has a vast collection of documents pertaining to the subject of the research. The PM and the research team are currently investigating this archive and its potentiality.
  - Several other local institutions are shortlisted and they will be contacted soon in order to involve them in the research process
  - A completely new database system is been implemented with the help of DAI IT department. This database is collecting all the information, the references and the images coming out from the research project. This database will be the main source for the exhibition and the catalogue.
  
- Maintenance plan for the A.C.C. (ongoing)
  - In coordination with DAI senior staff several meeting were taken to achieve the necessary adjustment to the ACC galleries. A new survey was done on the electrical system of the building and the contractor submitted a proposal. The DAI directors have to approve the quotation in order to execute the works.
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- Refurbishing project for al-Maidan Theatre. (ongoing)
  - The contractor is still currently working on the site but it is close to complete the job. All the major services were installed in the false ceiling as well as the panels and the lighting features. A final test of the lighting system is planned together with the contractor before the release of the final payment and the closing of works. The new stage is expected to be fully functional for the beginning of the new year.
- Side events at ACC: Carnival al Khayal (ongoing)
  - Carnival al-Khayal is a creative problem-solving workshop involving teams of high school students. Team members work together to resolve a predefined challenge and present their solution at the officially sanctioned Carnival al-Khayal. Challenges fall into five general categories: 1) mechanical, 2) classical, 3) structural 4) simulation and 5) technical.
  - DAI media team is currently organizing this event at ACC involving five high schools in the country. The event is planned for the second half of January 2014.  
The PM has been involved to advise and supervise the structural challenge. A presentation /orientation meeting was held at the ACC with all the teachers and students in order to set the goals for the upcoming event.



Construction phases at al-Maidan Theatre, Stage 2.

**C. LANGUAGE PROFICIENCY (Tick (√) in the relevant boxes)**

Language	Oral/Spoken			Written		
	Fluent	Average	Poor	Good	Average	Poor
Arabic			√			√
English	√			√		
French		√				√

**D. TRAINING**

- i Training Programs (seminars, courses, workshops or others) you have ministered or conducted or participated in:

Name of Training Program (state certificate, if any)	Date/Period	Place
Orientation on structural challenge for the event Carnival al Khayal	December 2013	A.C.C.
Provide advice to other team members where appropriate and when requested.	December 2013	A.C.C.

- ii Recommended required training

Name/Field of Training	Reasons why training is necessary
-	-

**E – INTERACTION LEVEL**

- i Frequency of discussions with Technical Project Coordinator (*tick (√) in the relevant boxes*)

Often	Once in a while	Never
√		

- ii Frequency of guidance sessions with the UNDP/ Resident Representative (*tick (√) in the relevant boxes*)

Often	Once in a while	Never
√		

- iii Frequency of guidance sessions with the National Executing Agency (*tick (√) in the relevant boxes*)

Often	Once in a while	Never
√		

- iv Frequency of guidance sessions with the National Implementing Agency (The Beneficiary)  
(tick (√) in the relevant boxes)

Often	Once in a while	Never
√		

## F SATISFACTION OF PLACEMENT

- i Please state whether the current placement is satisfactory to you (tick (√) in the relevant boxes)

Description of Placement	Satisfactory	Less Satisfactory	Not Satisfactory
(a) Field of work	√		
(b) Place of work	√		
(c) Work environment	√		

## G ACTIVITIES AND CONTRIBUTIONS

- i The expert is required to list the activities and contributions outside of official duties such as associations/creative contributions at the level of Unit/ Division/ Department/State or at National/International level that bring benefit to the society/country.

**Expert's Signature:**



**Date: December 15th 2013**