
##  KUWAIT

### الكــــويت

Quarterly Progress Report: April 2013 - June 2013

Project: Support Project to the Kuwait National Assembly

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List of Acronyms and Abbreviations

AWP Annual Work Plan

CPAP Country Programme Action Plan

GMS General Management Support

NAK National Assembly of Kuwait

GSSCPD General Secretariat for the Supreme Council for Planning & Development

MAKNAZ Database for information management for the Administrative Department

M&E Monitoring and Evaluation

MP Minister of Parliament

NIM National Implementation

PMU Performance Monitoring Unit

QPR Quarterly Progress Report

RBA Revised Basic Agreement

TOT Training of Trainers

UN United Nations

UNDP United Nations Development Programme

USD United States Dollars

1. Executive Summary

This Quarterly Progress report for the Support Project to the Kuwait National Assembly reviews the project progress from April 2013 to June 2013. It presents a description of the achievements, challenges, and progress towards the accomplishment of the project objectives.

Key developments

The implementation of the three consultancies that have started at the end of last year after they have been approved by the meeting that included the State Minister for Planning and Development and the three parties to the project steering committee; the General Secretariat for the Supreme Council for Planning and Development, the National Assembly and UNDP continued up to the second quarter of 2013 and they were finalized. Those consultancies are:

1. Evaluating the performance of the National Assembly Secretariat staff.

2. Evaluating of the processes and capacities for the National Assembly Training Department.

3 Developing the training passages for the National Assembly Secretariat .

Regarding the consultancy "Evaluating the performance of the National Assembly Secretariat staff", the Secretary General of the National Assembly formed a committee to follow on the implementation of the consultancy; a list containing all the jobs in the National Assembly Secretariat was prepared, interviews with the jobs holders were concluded and the jobs analysis was completed for all sectors of the National Assembly Secretariat. The preliminary results of the analysis indicated that there is a duplication in the functions of a number of jobs and some jobs are only titles and they do not exist in reality. The jobs analysis also reached the conclusion that some staff are recruited against jobs which do not exist and they are actually performing other functions that are totally different. The information gathered from the National Assembly Secretariat was classified and analyzed as a necessary step for designing the evaluation performance samples. The final version of the samples for evaluating the performance of the General Secretariat was developed.

As for the consultancy "Evaluating of the processes and capacities for the National Assembly Training Department", the consultant reviewed the available information, designed four questionnaires, discussed it with the Training Department of the National Assembly and got the feedback, reviewed the organizational structure of the National Assembly Training Department, reviewed the work mechanisms, processes and capacities, and how to specify the needs of the department. The consultant came with recommendations for the development of the capacities and processes of the training department for achieving its planned objectives.

The consultant for "Developing the Training Passages for the National Assembly General Secretariat" started the work by holding a meeting with the National Assembly Training Department staff in which he discussed the strategy of his work and the methods of gathering the required information. The consultant organized a training workshop for the department staff on the training passages and how they are developed. The Consultant developed a manual for the general framework and the basis of application for the training maps. the consultant developed the training maps for all the jobs in all the National Assembly sectors.

Key challenges (risks and issues)

Delay of the approval of the Annual Work plan led to the delay of implementation of the project activities.

The Training Department has changed its mind regarding some consultancies after the work plan, including those ones has been approved by the Project Board.

The reports received from the consultants working on the current consultancies raised the point that it is not easy to get the information needed from the staff of the National Assembly Secretariat as they do not report to the work regularly.

Recommendations (on risks, issues and way forward if applicable)

In the future the Annual Work Plan has to be prepared two month ahead before the beginning of the year so that the implementation can start on time.

1. Introduction

The country’s five-year National Mid-range Development Plan (2010 to 2014), which has been endorsed by the National Assembly, reflects a policy of renewal and continued growth. With its liberal market-based economic policy and openness to the world of international investment, Kuwait is striving to become a regional hub for foreign and regional investments. To that end, industrial and commercial zones are being established with the necessary infrastructure, facilitating policies and incentives. In the next few paragraphs, we'll elaborate on the vision of Kuwait and the challenges that face the civil service to achieve such vision. These goals need an effective legislature which plays an important role in areas of legislation oversight, and representation.

The Government of Kuwait realizes that to maintain economic growth and social stability, it should have an effective system of legislation and governance. Plans for improving the management and performance of the legislative and executive branches are given high priority in the Government Action Plan, and several projects have been planned to achieve this goal. In this context, it is clear that the effectiveness of the National Assembly in performing its primary roles in legislation, oversight, and representation are key pillars for the success of baparliament, through building the capacity of Parliamentary MPs and staff of the General Secretariat.

he project’s ultimate expected outcome is to increase effectiveness of the National Assembly to perform its legislative, oversight, and representation functions. Expected results from the project include: a more efficient National Assembly with organisational structure more in line with modern parliamentary practice; an increased understanding by MPs of key issues, development and constitutional duties to effectively monitor and oversee the work of the executive branch. The focus of the project is on strengthening the administrative capacities of the Secretariat staff, so that it would be able to provide better support to MPs on legislative matters. In other phases of the project, the focus is on strengthening MPs’ capacities in relation to the legislative process and their oversight function, by: supporting their involvement in international and regional events; enhancing their capacity to oversee and review government policies, and to analyse and formulate legislations that will contribute to the advancement of national development agenda and the implementation of the National Plan.

1. Progress Review

|  |  |  |
| --- | --- | --- |
| EXPECTED OUTPUTS AND INDICATORS | PLANNED ACTIVITIES | PROGRESS TOWARDS ACHIEVING OUTPUTS |
| Output: Capacity building of National Assembly secretariatBaseline : Existing skills need upgradingOutput Indicators: * Training Center strategy developed.
* Training Department processes and performance evaluated and a training curriculum developed.
* General Secretariat performance reviewed.
* Training passages for the General Secretariat developed.
* # of protocol agreements signed
* # of centers selected
* # of workshops conducted
* Training promotional plan developed.

Targets:- 4 TOT workshops conducted.- Training passages developed.- Secretariat staff performance evaluated.- Training department processes and capacities evaluated.- Training promotional plan developed- Protocols signed with the other parliaments.- Training Curriculum developed.- Training Centre strategy developed. - Flow of information between the National Assembly and UNDP.Related CPAP Outcome: 1.4:Improvemed parliamentary role in oversight and legislation | Activity 1 Result: Strategic plan for a training centre developed including the organizational structure, the duties of the various units, and job descriptionsActivity 2 Result: Assessment of the Training Department processes, capacities and performance and development of a training curriculum.Activity 3 Result: Development of the training map, including the capacities needed for each postActivity 4 Result: Planning for TOT from certified specialized training institutionsActivity 5 Result: Cooperation protocols established with similar entities in other countriesActivity 6 Result: Review of National Assembly Secretariat organizational structureActivity 7 Result: Evaluation of the National Assembly Secretariat staff performanceActivity 8 Result: Development of communication strategyActivity 9 Result: Development of a system to link between the parliamentary department and UNDPActivity 10 Result: Development of a promotional strategy for the training programme | Indicators: * Training Center strategy developed (The activity has been approved by the State Minister for Planning and Development and the steps for the recruitment of the consultant have begun )
* Training Department processes and performance evaluated and a training curriculum developed (Information gathered, questionnaires designed, feedback on the questionnaires received and organizational structure of the Training Department reviewed. The recommendations on how to develop the role of the training department were put down )
* General Secretariat performance reviewed (The initial samples for evaluating the performance of the National Assembly General Secretariat developed. The final samples for evaluating the performance were developed )
* # of protocol agreements signed (letters prepared to be sent to parliaments)
* # of centers selected
* # of workshops conducted
* Training passages for the National Assembly General Secretariat developed (Information gathered and the manual for the general framework and application basis for the training maps developed).
* Training promotion plan developed (The Minister of Planning and Development cancelled this consultancy)

Targets:- 4 TOT workshops conducted- Communications and promotional strategy developed- Protocols signed with the other parliaments.- Training Curriculum developed.- Training Centre strategy developed.- Flow of information between the National Assembly and UNDP (post advertised) |

1. Challenges and Lessons Learnt

The dissolution of the Kuwait National Assembly caused a big delay to the approval of the work plan and the start of the implementation of the project activities.

The delay of approval of the Annual Work Plans by the General Secretariat of the Supreme Council for Planning and Development also constitutes one of the challenges.

1. Partnerships and Sustainability

The project is nationally implemented by the Secretariat of the National Assembly in partnership with UNDP Kuwait which acts as a responsible party. UNDP supports the national implementation of this project which adheres to UNDP procedures for recruitment, finance and procurement as stated in the National Implementation Manual released by UNDP. The as national coordinating agency and will conduct field visits and receive regular progress and financial reports on the status of the project’s progress.

1. Financial Summary

Annex 1: Annual Work plan 2012

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| --- | --- | --- | --- | --- |
| PLANNED BUDGET (USD) | Responsible Party  | TIMEFRAME | PLANNED ACTIVITIES | EXPECTED OUTPUTS |
| Amount | Budget Description | Funding Source | Q4 | Q3 | Q2 | Q1 |
|  | Output: Capacity building of National Assembly secretariatOutput Indicators: * Training Center strategy developed.
* Training Department processes and performance evaluated and a training curriculum developed.
* General Secretariat structure and performance reviewed.
* # of protocol agreements signed
* # of centers selected
* # of workshops planned
* # of workshops conducted
* Communication and promotional strategies developed.
* # of policies adopted

Targets:1. 50 secretariat staff trained in various roles2. 4 TOT workshops conducted3. Communications and promotional strategy developed4. 2 Protocols signed with the other parliaments.5. Training Curriculum developed.6. Training Centre strategy developed.7. Flow of information between the National Assembly and UNDP.Related CPAP Outcome: 1.4:Improvemed parliamentary role in oversight and legislationBaseline : Existing skills need upgrading |
| 30,000 | Capacity building of parliament secretariat | UNDP  | Consultant(four weeks) |  | X |  |  | Activity 1 Result: Strategic plan for a training centre developed including the organizational structure, the duties of the various units, and job descriptions |
| 60,000 | Capacity building of parliament secretariat  | UNDP  | Consultant (3 months) | X | X |  |  | Activity 2 Result: Assessment of the Training Department processes, capacities and performance and development of a training curriculum. |
| 60,000 | Salaries for project staff | UNDP  | Consultant  (3 months) | X | X |  |  | Activity 3 Result: Development of the training map, including the capacities needed for each post |
| 100,000 | Capacity building of parliament secretariat | UNDP  | Project Manager | X | X |  |  | Activity 4 Result: Planning for TOT from certified specialized training institutions |
| 00,000 | Capacity building of parliament secretariat | UNDP | Director of Training Department & Project Manager |  | X |  |  | Activity 5 Result: Cooperation protocols established with similar entities in other countries |
| 40,000 | Capacity building of parliament secretariat | UNDP  | Consultant (3 months) | X |  |  |  | Activity 6 Result: Review of National Assembly Secretariat organizational structure |
| 40,000 | Capacity building of parliament secretariat | UNDP | Consultant (3 months) | X |  |  |  | Activity 7 Result: Evaluation of the National Assembly Secretariat staff performance |
| 10,000 | Capacity building of parliament secretariat |  UNDP  | Consultant(4 weeks) | X |  |  |  | Activity 8 Result: Development of communication strategy  |
| 40,000 | Capacity building of parliament secretariat | UNDP  | Consultant (3 months) | X |  |  |  | Activity 9 Result: Development of a system to link between the parliamentary department and UNDP |
| 10,000 | Capacity building of parliament secretariat | UNDP  | Consultant(4 weeks) | X |  |  |  | Activity 10 Result: Development of a promotional strategy for the training programme |
| 30,000 |  | Project Management costs |
| 420,000 |  | Total Annual Work Plan Budget |