**Minutes of Meeting – Capacity Strengthening Initiative (CSI)**

**Second Board Meeting**

**Ministry of PlanningMoP-Technical Cooperation Director Office**

**12thSeptember2013, 14:00 - 15:30**

1. **Attendees:**

Ministry of Planning: Mr. Esam Garba, Director of Technical Cooperation Office

Mr. Ali Gayar, Technical Cooperation Office

UNDP – Libya: Mr. Eric Overvest, UNDP Country Director

Ms. Lily Habash, Senior Governance Adviser/ A.I.M for the CSI

Mr. Lowai Hazam, CSI Project Officer

1. **Meeting Agenda:**

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| **1** | Welcoming Remark | Mr. Esam Garba |
| **2** | Endorsement of proposed agenda | Ms. Lily Habash |
| **3** | Review of CSI Annual Progress Reports:  1. June 2012 – December 2012  2. January 2013 – August 2013 | Mr. Esam Garba  Mr. Eric Overvest  Ms. Lily Habash |
| **4** | Review and signature of CDRs 2012 and 2013 | Mr. Esam Garba |
| **5** | CSI AWP 2013 | Mr. Esam Garba  Ms. Lily Habash |
| **6** | CSI project management modality NIM / DIM | Mr. Esam Garba |
| **7** | Any other business |  |

1. **Minutes of Meeting:**
2. **Welcoming Remark:**

Mr. Esam Garba welcomed UNDP and apologized for the absence of the Deputy Minister of Planning, Dr. Abdel Latif Tunisi and explained that he was caught up in urgent issues and meetings with the IMF.

1. **Endorsement of proposed agenda:**

Ms. Lily Habash presented the proposed meeting agenda, and the board members

Approved it.

1. **Review of CSI Annual Progress Report ( June 2012 – December 2012):**

Ms. Lily Habash briefly presented the CSI Annual Progress Report (June 2012 – December 2012) which had been shared w to the Ministry of Planning (MOP). The board advised that Mop is to revise the report in detail and to send their comments to the project team during a week from the date of the board meeting so that the project finalizes it.

1. **Review and signature of CDRs 2012 and 2013:**

UNDP handed over the following CDRs to Mop:

* + 2012 CDR by Project
  + 2012 CDR by Activity
  + 2013 CDR by Project
  + 2013 CDR by Activity

MoP promised to review and sign.

1. **CSI AWP 2013:**

Ms. Lily Habash presented the revised CSI AWP and explained the changes that have been made on the signed version. She further explained that the Ministry signed an earlier version of the AWP during the first quarter of 2013 (11 April), and it was uploaded on Atlas in order to facilitate the implementation of activities pending a board meeting.

**The Project Board approved the Annual Work Plan with no comments.**

1. **Review of CSI Progress Report 2013 ( January 2013 – August 2013:**

Ms. Lily Habash presented the CSI Progress Report 2013 (January 2013 – August 2013) and presented progress on activities so far:

* **Training workshops:**
* **Training workshop on Monitoring & Evaluation:** The workshop was held during the 2nd quarter of 2013. It was attended by around 45 staff members from the Prime Minister’s Office, Ministry of Planning and the line ministries. The discussion included a recommendation to hold a small round table discussion with the stakeholders to plan for the follow-up at the decision making level as well as the follow-up and implementation levels.

**The Project Board** discussed the challenges facing the coherent investment in enhancing the capacities of the ministries’ staff, especially when it is difficult to commit the ministries to invest in focused and specialized training in accordance with clear job description. The Ministry of Planning exerted an effort to convene a policy discussion follow-up meeting after the resumption of the workshop, but failed to ensure the commitment of the Prime Minister’s Office for a systematic follow-up.

**In this respect, Mr.** Garba, explained that there are two main challenges facing the work of the Technical Cooperation Office with regards to the quality of participants as nominated from their respective ministries, and the overall stability of the government. He further stated that he will invite the Director of the Institution Building and Human Resources department at the Ministry to take part in future Board meetings. The main purpose is to have the Technical Cooperation Office support the capacity building of this department as part of its ongoing support to enhancing institutional and individual capacities.

**The Project Board** also discussed the challenges of targeting training at the people who are actually performing specific tasks within a clear national development plan and agreed that the CSI succeeded in at least raising the awareness of a large number of civil servants regarding core government functions. This is seen as preparing the grounds for a more specialized training, once there will be more clarity on such issues. Mr. Garba raised the interest of the Ministry in having the CSI project present a proposal on how to specifically invest in three main departments in the line ministries as a first phase of targeting staff working on specific issues. This will include focus on the departments of: strategic planning, monitoring & evaluation and technical cooperation.

**The Project Board recommended that the project team present such a proposal during the 4th quarter of 2013.**

* **Public Administration Management Training (PAMT):**

Ms. Lily Habash informed the Project Board that the RFP has been finalized and a request to procurement has been sent to post it on UNDP global website.

**The Project Board requested the follow-up and update on this issue.**

* **Planned Training workshops during 2013:**

The project Management informed the Project Board that there will be at least two training workshops taking place during the last quarter of 2013; namely the project management training workshop and the Results Based Management training workshop. Ms. Habash informed the Project Board that it has been quite challenging to find adequate Arabic speaking experts. Nevertheless one Egyptian person was identified and it is expected to conduct the training during October before the Eid.

**The board advised that this activity has to be followed-up with further focused training on M&E for ministries’ staff working in the M&E departments.**

* **English Language training in the USA for two trainees from the Ministry of Planning:**  UNDP stated that the trainees have received all their allowances and that the training was accomplished by the end of July 2013. The MoP confirmed that return of one of the trainees to the Ministry.

**The Board recommended that the project team contacts the training institute in order to obtain an official report certifying the completion of training and that clearly states that the trainees have fulfilled the training requirements and passed the required tests.**

* **English Language Training for 50 members of several ministries officials:** UNDP stated that a RFP has been developed and posted on the UNDP global website. Three proposals were received, and evaluated on 5th of September in the presence of MoP. Unfortunately, two of them were quite weak both in terms of capacity of the training provider and financial offer. Ms. Habash informed the board that there was only one strong proposal especially with regards to professional capacity, international accreditation and proposed methodology. The main weakness of the proposal was that it was evaluated as extremely expensive.

The evaluation committee advised that the UNDP procurement officer would contact the company and negotiate their price.

**The Project Board advised the project team:**

* Project to follow-up with Procurement/Operations department on the finalization of the RFP, ensuring value for money and courses by an accredited institute
* Project to share with Ministry of Planning an overview of how the RFP and the IC contracts are being advertised, in order to ensure that UNDP advertises as widely as possible and propose alternative options on how to approach attracting good procurement offers from national service providers.

**Establishment of Technical Support Unit and recruitment of advisory team:** UNDP stated that it has been supporting the Technical Cooperation Office in preparing of terms of reference for several advisors, including a legal advisor, translator, Technical Cooperation specialist and Technical Cooperation MIS expert. In addition, UNDP has posted a job advertisement for 5areas of national expertise. To the date of the board meeting, only 7 CVs were received. In this respect, the board discussed the challenges facing UNDP in attracting potential qualified candidates, especially from the national market.

On another front, Mr. Garba has informed the Project Board that the Technical Cooperation Office is in the process of recruiting a national consultant to support the office in general as well as to specifically follow-up coordination with the EU TAIEX programme. Mr. Garba asked that the Project Team prepares an IC contract for the national consultant.

It is worth mentioning that the CSI project has been supporting the MoP / TC office with ICs for national consultants during the past 4 months.

**The board recommended the project team to explore new possibilities at the local level and that would enable the widening a better out reach of potential national candidates.**

* **UNDP - OECD Seminar on Supporting State Building Efforts**: UNDP stated that this activity has been prepared to take place during 2012 but has been postponed due to internal priorities at the MoP. Preparation for the seminar resumed during August/September 2013 and it was decided that the seminar takes place during the period of 21-23 September in Caserta/Italy. The Libyan delegation will be about 18 senior officials in the government, GNC and civil society. The expected outcomes of the seminar will be to share knowledge on state building and public sector reform, disseminate principles and practices of good governance and open government, and realize a better understanding of the instruments of effective technical cooperation and identify priorities for further capacity building.
* **Public Administration & Management Training (PAMT):** UNDP stated the RFP has been finalized and ready to be posted on UNDP website. It is expected that the procurement process will take at least one month. In case the process will be smooth, it is expected that the training will be launched during the last quarter of 2013.
* **Recruitment of Project Staff:** Ms. Lily Habash, explained that the ToRs of (International Project Manager, National Project Officer and National Project Assistant) are ready and they will be posted during the 3**th**week of September. She added that recruitment of a CSI project assistant is in process.

She alerted the Project Board of the potential risk of having a delay in finalizing the recruitment.

* **National and International Roster:** In order to support the Ministry of Planning in having access to a number of qualified group of national and international experts, the CSI project team posted a “call for application for CSI experts roster”. The advertisement included almost 15 specializations and was posted during the period of April 16 to August 31. 844 CVs have been received which reflects the interest of national and international experts to work in Libya. As the number of CVs received so far is quite large and it needs a preliminary filtering, the board discussed theneed to explore the possibility of employing a Roster Manager for a short period of timethat would review the current applications, categorize and filter them.

**As for the Roster RFP**: UNDP posted the RFP and no good proposals were received so far. **The Board advised that the project team works on attracting potential qualified local companies to present proposals so that they can implement the project at the Ministry of Planning.**

*It is noteworthy to mention that the CSI Project Team was unable to discuss progress achieved in specific activities pertaining to the CSI during 2013. Such activities include:*

* *Support to ministries in provide technical expertise to conduct capacity assessments and capacity development plans. In this respect, the CSI has been providing support to:*
* *The Ministry of Transportation, specifically to the Civil Aviation Authority. An RFP has been posted during the month of August with only 7 cvs received and that have been reviewed by the Civil Aviation Authority, upon which, the CSI has been request to revise and post the RFP again. There will be two RFPs one for an international consultant and another for a national consultant who would work for a period of 6-9 months.*
* *The Institute of Planning, whereas this support has been a result of following-up on 2012 training workshop on Strategic Planning. The CSI project team has been conducting several meetings to develop clear terms of reference for an international consultant to support the institute awaiting approval and posting for the Institute.*

1. **CSI project management modality NIM / DIM:**

No discussion took place regarding this issue.

1. **Decisions & Recommendations for the CSI Project Management:**

* To present a proposal on focused more in-depth training for three main departments (strategic planning, M&E and Effective Technical Cooperation). This is to be the core activity and priority of the CSI project, with longer term planning of trainings for officials working in these fields within various Ministries
* To contact the American Training Institute regarding the two staff from the MoP who had English Language Training in the US in order to obtain progress reports and knowledge acquisition assessment, completion of training certificates, and recommendations.
* To follow-up on the posting of the PAMT RFP during September.
* Explore the possibility of recruiting a Roster Manager for a short period of time to support the project team in filtering the data base of receive applications.
* Pertaining to the English Language Training for 50 members from the line ministries, the project team together with UNDP procurements are to:
* Finalize the current procurement evaluation and contact the company for specific requirements.
* Revise the current procurement modality (in accordance with the experience of the English language training) and present recommendations to the board for future consideration.
* In case of difficulty of finalizing the procurement, re-advertise on both UNDP website and local media and to present the advertisement alternatives to MoP to decide.

**Agreed and Signed on / / 2013**

**For The Ministry of Planning For UNDP Libya**

**Mr. Esam Garba, Mr. Eric Overvest Director of Technical Cooperation Office UNDP Country Director**