**Quarterly Project Progress Review Report**

**DATE: 29 January 2015**

**Award ID: 00074121**

**Description: Strengthened Institutional capacity to support sustainable livelihoods and reintegration programmes**

**Implementing Partners: Pact Institute; GRET; Save the Children**

**Period Covered: October – December 2014**

**1. Project Risks and Issues Logs:**

| **#** | **Description** | **Date Identified** | **Type** | **Impact &**  **Probability** | **Countermeasures / Management response** | **Owner** | **Submitted, updated by** | **Last Update** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Delay in project closure process – Project Assets Disposition** | August 30, 2014 | Organizational | Delay caused by legal review process of development partner (LIFT) and Implementing Partners (Save the Children and GRET) to sign off disposition letters in order to close the project.  P = 4  I = 4 | Follow up LIFT, Save the Children and GRET on weekly basis during October 2014. | MF Analyst | MF Analyst | Dec 31, 2014 | Resolved.  Disposition letter approved by LIFT (Aug 08 2014) and received Authorization letter from LIFT on the 23rd September 2014. The disposition letter was sent to GRET and SC for their review and signed off and received back in November 2014. |
| 2 | **Delay in project closure process – Refund Process** | August 30, 2014 | Organizational | Delay caused by pending in - signing off disposition letters;  and returning advance outstanding balances (unspent fund); that would consequently caused delay in refunding fund balances to development partner (LIFT). | Follow up and notify PACT/PGMF and GRET to speed up refund process on weekly basis during October - November 2014. | MF Analyst | MF Analyst | Dec 31, 2014 | Resolved.  Received refund payment from GRET and PACT/PGMF before year end. |

**2. Project Performance: Strengthened Institutional capacity to support sustainable livelihoods and reintegration programmes**

Project ID: 00086667

Description: UNDP Microfinance Project Transition

Implementing Partner: Pact Institute; GRET; Save the Children

Baseline: *as per CP* Microfinance operations and ownership is currently with

UNDP

Indicator: as per CP Micro-finance operations and ownership transferred to the

selected financial intermediary

[2014] Target: Micro-finance operations and ownership transferred to

selected financial intermediary-PGMF

[2014] Achievement: *Narrative – please describe achievements at the output level, taking into account all activities*

* UNDP Micro-finance operations and ownership transferred to Pact Global Microfinance Fund, a subsidiary of Pact Inc. The Signing ceremony of UNDP Microfinance Project-End Memorandum of Understanding and Asset Transfer Agreement & Project Closing Meeting was held at the Hotel Royal Ace in Nay Pyi Taw on the 4th June 2014.
* The assets disposition letter accepted by GRET dated 25th September 2014 and Save the Children dated 13th October 2014.
* Notification to refund unspent fund/ advance outstanding sent to GRET and PACT/PGMF on the 1st September 2014 and received refund payment during December 2014.

How has the gender dimension been addressed: *Please describe specific results achieved in the area of gender mainstreaming (if any) with a brief narrative*

N/A

**2.1 Activity Performance: Increased institutional capacity to promote inclusive rural financial services**

Activity ID: 1.3

Start date: Jan 1, 2014

End date: Dec 31 2014

Purpose: Smooth transition of UNDP’s current retail microfinance portfolio in support

of a Competitive and effective microfinance sector

The set of activities consists in transferring the management and ownership of the funds that UNDP has invested in communities through INGO institutions like PACT, GRET and Save the Children, to sustainable institution(s) that can promote the interest of further developing inclusive financial services.

* UNDP MFP project ending and Transition MoU signing ceremony was held on the 4th June 2014 in Nay Pyi Taw, chaired by H.E. U Kyaw Sann, the Union Minister of Co-Operatives.
* The Assets disposition letter for GRET and Save the Children drafted by UNDP has sent for LIFT Fund Board approval on the 24th June 2014. The e-mail communication on LIFT fund board’s consent was received on the 8th August and official authorization letter received on the 23rd September 2014.
* The assets disposition letter for GRET and Save the Children were sent on the 24th September 2014.
* Notification to refund unspent fund/ advance outstanding sent to GRET and PACT/PGMF on the 1st September 2014.

| **Quality Criteria** | **Quality Method** | **Quality Assessment Due Date** | **User Perspective** | **Timelines** | **Resource Usage** | **Gender Perspective** |
| --- | --- | --- | --- | --- | --- | --- |
| **(Date – Rating: Comments)** |  |
| *Please enter activity result here* | *Please indicate how you will establish what really happened, i.e. source of information (e.g. project manager’s reports, training surveys, etc.)* | *Please indicate the planned completion date for the result activity (as per AWP)* | *By date, please provide a short narrative of project activities that were undertaken, including some detail as to what exactly was done/happened, as well as feedback on success/impression of the project activity* | *Please indicate whether the activity was completed on time* *as per AWP* | *Please indicate whether this required any additional funding/resources, or made use of special funds, etc.* | *Please describe how the gender dimension has been addressed in the implementation of the project activity* |
| Project assets transferred to Save the Children and GRET. | Signed assets disposition letters received back from Save the Children and GRET. | Dec 31 2014 | Assets disposition letters signed up by UNDP and sent off to GRET and SC on the 24th September 2014. Signed assets disposition letter was received back from GRET dated on the 25th September 2014 and from SC dated 13th November 2014. | Completed both for GRET and Save the Children. | No additional fund required | N/A |
| Unspent fund refunded from GRET and PACT/PGMF | EFT advice and monthly IPSAS report | December 31 2014 | Notification to refund unspent fund/ advance outstanding sent to GRET and PACT/PGMF on the 1st September 2014. Received back unspent fund from both IPs during December 2014. | Completed. | No additional fund required | N/A |
| Unspent fund refunded to LIFT | EFT advice and monthly IPSAS report | December 31 2014 | Fund balance reconciliation for LIFT was done and UNDP had transferred unspent fund to LIFT after closing NEX outstanding accounts of Implementing Partners in the system. | Completed. | No additional fund required | N/A |

**2.2 Activity Performance: Increased institutional capacity to promote inclusive rural financial services**

Activity ID: 1.3

Start date: Jan 1, 2014

End date: December 31, 2014

Purpose: Sustainable Microfinance to improve the Livelihoods of the Poor

Description: *describe the big chunks of activities that are to take place under this activity ID during the year. Depending on how detailed the AWP targets are, these could be used here.*

The project operationally closed at the end of December 2013 and annual NIM/NGO audit was done in April 2014. Audit report submitted in CARD system.

**3. Project Risks and Issues Logs:**

| **#** | **Description** | **Date Identified** | **Type** | **Impact &**  **Probability** | **Countermeasures / Management response** | **Owner** | **Submitted, updated by** | **Last Update** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Lack of Development Partners’ commitment** | June 30 2014 | Organizational | Project implementation Delay caused by Funding Gap  P = 4  I = 4 | To develop project document for weaving centre of excellence by hiring International Consultant and consult with development partners | MF Analyst | MF Analyst | Dec 31, 2014 | This option has been presented to the 3rd outboard meeting which held on the 16th October 2014 and received agreement from the board. |

**3. Project Performance: Strengthened Institutional capacity to support sustainable livelihoods and reintegration programmes**

Project ID: 00086666

Description: Strengthen Institutional Capacity – Sustainable Livelihood

Implementing Partner: n/a

Baseline: *as per CP* Zero number of vocational training institutions’ capacities

assessed and strengthened.

Indicator: as per CP Number of vocational training institutions’ capacities assessed

and strengthened.

[2014] Target:

* 1 further vocational training institution’s capacities assessed and strengthened.

**[2014] Achievement: *Narrative – please describe achievements at the output level, taking into account all activities – In progress***

In consultation meeting with SSID on the 12th September 2013, UNDP and Ministry of Co-Operatives agreed to implement pilot activities on strengthen Institutional capacity for vocational trainings in Mandalay Region including the activities of mapping vocational training institutions; Institutional capacity assessment of Saunder Weaving School; and Provide vocational trainings in UNDP targeted 7 States/Regions via SSID technical team. The latter will be delivered through output 5.

Institutional Capacity Assessment of Saunder Weaving School has been conducted in March 2014 in Amarapura Township, Mandalay Region. The Institutional Capacity Assessment report for Saunder Weaving School was received in June 2014 including capacity development plan for the said institution. UNDP has consulted with SSID recently to develop project document for Weaving Centre of Excellence during the 4th Quarter of 2014 with the output board approval.

***How has the gender dimension been addressed: Please describe specific results achieved in the area of gender mainstreaming (if any) with a brief narrative:***

Gender responsive questionnaires were developed by consulting with UNDP Gender Specialist and questioning to individual interviewers and focused group discussion.

**3.1 Activity Performance: Enhanced institutional capacity to create employment opportunities particularly for women and youth**

Activity ID: 2.1

Start date: Jan 1, 2014

End date: Dec 31, 2014

Purpose: To deliver market adapted skills development programme with the best

outreach to rural communities including youth and marginalized

communities.

Description: *describe the big chunks of activities that are to take place under this activity ID during the year. Depending on how detailed the AWP targets are, these could be used here.*

UNDP and Ministry of Co-Operatives agreed to implement pilot activity on strengthening institutional capacity of Vocational Training Institutions in Mandalay Region, Ref: CPAP Pillar 1 Output 4 - Activity 4.2, and thus UNDP contracted with an international consultant to conduct institutional capacity assessment at Saunder Vocational Training Institution in Amarapura Township, Mandalay Region during 21st-31st March 2014. The Institutional Capacity Assessment Report for Saunder Weaving School was finalized in May & June 2014 incorporating feedbacks from UNDP and UNESCO.

Recently, UNDP has been consulting with SSID (on the 17th Sep) for UNDP proposed technical assistance towards weaving center of excellence. The idea of developing project document for weaving center of excellence was presented to the 3rd output board and received output board’s approval.

| **Quality Criteria** | **Quality Method** | **Quality Assessment Due Date** | **User Perspective** | **Timelines** | **Resource Usage** | **Gender Perspective** |
| --- | --- | --- | --- | --- | --- | --- |
| **(Date – Rating: Comments)** |  |
| *Please enter activity result here* | *Please indicate how you will establish what really happened, i.e. source of information (e.g. project manager’s reports, training surveys, etc.)* | *Please indicate the planned completion date for the result activity (as per AWP)* | *By date, please provide a short narrative of project activities that were undertaken, including some detail as to what exactly was done/happened, as well as feedback on success/impression of the project activity* | *Please indicate whether the activity was completed on time* *as per AWP* | *Please indicate whether this required any additional funding/resources, or made use of special funds, etc.* | *Please describe how the gender dimension has been addressed in the implementation of the project activity* |
| Approved Project document on Saunder Weaving Centre of Excellence | Output board report, 2014 | Dec 31, 2014 | The institutional capacity assessment at Saunder Vocational Training Institution in Amarapura Township, Mandalay Region during 21st-31st March 2014.  Assessment report was received on the 25th April 2014 and final assessment report was received on 1st June 2014.  A consultation meeting with SSID has been done in September 17th 2014 to develop project document. | Not completed. | US$ 15,000 | The target beneficiaries of this project are women and Youth. |