Quarterly Progress Report

July-September 2020

**Name of Project: Knowledge for Development Management
(Atlas Project ID: 00091143)**

List of Acronyms

ERD	Economic Relations Division
NPD	National Project Director
DPD	Deputy Project Director
NPM	National Project Manager
A2i	Aspire to Innovation
CIRDAP	Centre on Integrated Rural Development for Asia and the Pacific
BIDA	Bangladesh Investment Development Authority
BEZA	Bangladesh Economic Zones Authority
NHDR	National Human Development Report
EPG	Eminent Persons' Group
ERDOC	Economic Relations Divisions Documentation Centre
NEX	National Execution
NIM	National Implementation

Project Information

Funded by:	UNDP Track Fund and GoB Fund		
Bangladesh National Counterparts:	Economic Relations Division, Ministry of Finance, Government of Bangladesh		
Partnerships:	UN Wing, Economic Relations Division, Ministry of Finance A2i CIRDAP BIDA BEZA Local Administration Ministry of expatriates and overseas employment		
Project Locations:	Dhaka, Bangladesh		
CPD Output:	CPD Output 2.1: Civil society, interest groups, relevant government agencies and political parties haves tools and knowledge to set agendas and to develop platforms for *building consensus on national issues*		
SP Output:	SP Output 1.1.1 (Poverty): Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions SP Output 1.2.2 (Governance): Enabling environment strengthened to expand public and private financing for the achievement of the SDG		
SDG Target:	SDG Target 17.3.1: Foreign direct investments (FDI), official development assistance and South-South Cooperation as a proportion of total domestic budget.		
Project Starting Date (DD/MM/YYYY):	September 2014		
Original Completion Date (DD/MM/YYYY):	August 2017	**Expected Completion Date (DD/MM/YYYY):**	31 December 2020
Project Budget (USD):	425,250	**Fund Received (USD):**	425, 250

Narratives

Key Results achieved

 As the K4DM project has resumed operations fully, it has achieved significant progress in its components during the reporting period (July-September 2020).

- ERDPEDIA, the document repository of ERD was expanded to include 80 new officers. These desk officers got access to it along with the previously assigned focal points. This innovative tool will allow the beneficiaries to make evidence-based decisions in their day to day work, and will help increase their efficiency.

Gender/ Leaving No One Behind   (if any)

N/A

COVID-19 Responses   (if any)

The K4DM project contributed to protection of ERD officials from COVID-19 risks through distribution of protective gears. It distributed 1600 hand sanitizers, 500 hand gloves and 10,000 masks among more than 500 officials. This was the second round of protective gear distribution, and this time the beneficiary group was expanded to include the whole of ERD, including cleaners, support staff, and drivers.

Innovation   (if any)

N/A

Monitoring

During the reporting period, the project submitted its contribution to the COVID Mini-ROAR. This was subsequently approved by the country office and accepted by the Bangkok Regional Headquarter.

Project Risks & Mitigation Measures

Sr	Project Risk	Likelihood (High/ Moderate/Low)	Mitigation Measure
1	**Delay in organizing validation workshops for the new project document:** There may be a delay in providing an appropriate date for organizing the validation workshops for the project document of Phase II of K4DM. This delay may cause the second phase implementation to be delayed.	High	In order to mitigate this risk, K4DM has held briefings to brief the project NPD and DPD. They have been mobilized and meetings have been held with the ERD Secretary to ensure the validation workshop is held as soon as possible. A brainstorming workshop has been organized with UN wing officials to be held on the 14th of October 2020. This will expedite the process of having the validation workshop on time.
2			
3			
4			

Project Issues & Remedial Actions

Sr	Project Issue	Remedial Action
1	**Lack of follow-up from government counterparts:** Project interventions which have been handed over to government counterparts lack follow-up	The project has identified a need for better follow-up regarding already implemented project activities. The project has experienced that there is a disconnect between issues regarding project interventions that have been handed over to the government, such as ERDPEDIA and the project team. Sometimes, government IT officials do not report problems with the ERDPEDIA system. In the future, a stronger monitoring mechanism needs to put in place for reporting issues with project implementations. Regular follow-ups need to take place with the ERD ICT Cell. To remedy the

		situation, K4DM has hired a consultant to carry out a need assessment and provide directions for upgrading the system.
2	**Lack of training among new officials:** New officials in ERD are not aware of project implementations and their proper use	While updating ERDPEDIA, the K4DM project identified that new ERD officials are not aware of the uses of ERDPEDIA, and lack the training necessary for them to use it. In the future, regular need assessments of ERDPEDIA users need to take place, and follow up trainings need to be held. To remedy the issue, K4DM has hired a consultant to provide trainings and refreshers to new officers, and has taken on the initiative to develop a video tutorial on the upgraded ERDPEDIA.

Lessons Learned

- Effective and regular coordination with government counterparts is necessary even after a project intervention has been delivered and handed over. This will ensure that problems down the road are reported in a timely manner.

Indicator Progress

Output 1: *South-South/Triangular and Public-Private Partnership Promoted*				
Indicator	**Baseline**	**EOP Target (2020)**	**Annual Target (2020)**	**Progress (Q3-2020)**
1.1. Number of South-South and triangular cooperation partnerships developed by ERD	0 (2015)	45 (December 2020)	45 (December 2020)	45 (September 2020)
1.2. Number of national SS&TC partnerships delivering measurable and sustainable development benefits for participants	0 (2015)	30 (December 2020)	30 (December 2020)	30 (September 2020)
1.3. Development of institutional mechanism for promotion of South-South and Triangular cooperation	0 (2015)	3 (December 2020)	3 (December 2020)	3 (September 2020)
1.4 Number of inter-ministerial meetings and consultations organized	0 (2015)	9 (December 2020)	9 (December 2020)	8 (September 2020)
Output 2: *Programming Manuals Revised and Implemented*				
Indicator	**Baseline**	**EOP Target**	**Annual Target (2020)**	**Progress (Q3-2020)**
2.1. Number of joint meetings/ consultation sessions organized on NEX/NIM	0 (2015)	2 (December 2020)	2 (December 2020)	2 (September 2020)
2.2. Approval of NEX/NIM manual by GoB and UNDP	0 (2015)	1 (December 2020)	1 (December 2020)	1 (September 2020)
Output 3: *Strategic research/collaboration supported*				
Indicator	**Baseline**	**EOP Target**	**Annual Target (2020)**	**Progress (Q3-2020)**
3.1. Number of eminent persons given consent to join the EPG	0 (2015)	40 (December 2020)	40 (December 2020)	40 (September 2020)
3.2. Number of consultative sessions organized by GoB with eminent persons	0 (2015)	3 (December 2020)	3 (December 2020)	3 (September 2020)
3.3 Number of policy recommendations prepared and published through dialogue with civil society consultative group	0 (2015)	2 (December 2020)	3 (December 2020)	3 (September 2020)
Output 4: *Collaboration on Resource Mobilization Strengthened*				
Indicator	**Baseline**	**EOP Target**	**Annual Target (2020)**	**Progress (Q2-2020)**
4.1. Number of scopes and areas of collaboration for resource mobilization identified	0 (2015)	14 (December 2020)	14 (December 2020)	14 (September 2020)

Indicator	Baseline	EOP Target	Annual Target (2020)	Progress (Q2-2020)
4.2. Number of experience sharing event organized for GoB officials with other countries and partners	0 (2015)	3 (December 2020)	3 (December 2020)	3 (September 2020)
Output 5: *Project Information Repository Platform Operationalized*				
Indicator	**Baseline**	**EOP Target**	**Annual Target (2020)**	**Progress (Q2-2020)**
5.1. Establishment of information repository at ERD	0 (2015)	1 (December 2020)	1 (December 2020)	1 (September 2020)
5.2. Providing increased access to ERD's information repository within the government	0 (2015)	20 (December 2020)	20 (December 2020)	100 (September 2020)
5.3. % of ERDOC information updated in the repository	0 (2015)	90 (December 2020)	90 (December 2020)	85 (September 2020)
5.4. Number of officials trained on relevant development issues and use and administration of the information repository	0 (2015)	20 (December 2020)	20 (December 2020)	10 (September 2020)

Activity Progress

Output wise Progress against Activities				
Output 1				
Planned Activities (Three Months)	**Progress Achieved**	**Challenges**	**Planned Activities (Next Three Months)**	**Financial Progress**
Activity 1.3: Develop an Audio Visual Documents focusing the Achievements of K4DM project	Video development has been started and work order has been issued to the company developing the video	Finding appropriate times for interviews from government stakeholders - (Countermeasure) Keeping interview schedules flexible by communicating with the video making firm	Complete the video	3,935.22
Output 2				
Planned Activities (Three Months)	**Progress Achieved**	**Challenges**	**Planned Activities (Next Three Months)**	
2.1. Develop a Video Tutorial of ERDPEDIA manual for making the manual more user friendly	A work order has been issued	Completion of video tutorial is based on overall upgradation of ERDPEDIA system - (Countermeasure) Continue updating the ERDPEDIA system simultaneously	Upload the video tutorial on ERD's official website	2,022.52
2.3 Training courses (refreshers course and training for newly posted officers) on information repository and training for ERD officials and officials of line ministries	A consultant is in the process of being hired	Officers may not be interested in attending the training - (Countermeasure) Mobilize Wing Chiefs to encourage young officers to participate in the trainings	Continue the training courses at regular intervals	
2.4 Support to ERD in administration and improvement of ERDPEDIA, the information repository of ERD	A consultant is in the process of being hired to recommend upgrades to the ERDPEDIA The firm who developed ERDPEDIA has handed over the source code and master user ID to ERD's ICT Cell	The consultant may not be able to identify all the areas for improvement in ERDPEDIA - (Countermeasure) Stakeholder consultations are to be held with various Wing officials to ensure all needs are met	Continue updating the ERDPEDIA with government documents	
Output 3				
Planned Activities (Three Months)	**Progress Achieved**	**Challenges**	**Planned Activities (Next Three Months)**	
Action 3.1: Organizing workshop / training for strengthening ERD's officials' capacity based on the need and requirement	Internal meetings have been held to discuss the types of courses which can be offered	Difficulty in organizing workshops or trainings due to COVID-19 social distancing measures - (Countermeasure) Discussing the possibility of online trainings with stakeholders	Organize follow up courses based on the primary capacity development courses	0.00
Output 4				

Planned Activities (Three Months)	Progress Achieved	Challenges	Planned Activities (Next Three Months)	
Activity 4.1: Conduct a Research on "Capturing Lessons Learned and best practices of K4DM Project" for capitalizing the outcomes in the new phase of the Project	A consultant is in the process of being hired	Finding an appropriate time to meet government stakeholders in person - (Countermeasure) Seeking alternatives to in-person meetings, such as virtual meetings - (Countermeasure) Scheduling multiple meeting at the same time	Publishing the lessons learned report	55,048.81
Activity 4.3: Support ERD / Planning commission office cleaners, MLSSs and the officials with protection equipments and supplies to prevent from COVID-19 infection	Protective equipment has been handed over to all ERD staff	Ensuring the fair distribution and usage of all products - (Countermeasure) Regular follow-ups with the Admin wing of ERD will ensure the products reach beneficiaries in a timely manner	Providing COVID-19 refills as necessary Distributing COVID-19 gears to various ministry counterparts	
Activity 4.5: Organize a workshop involving different project stakeholders for validating the newly developed project document	A pre-validation meeting is being held with ERD's UN Wing to discuss the way forward	Lack of interest in the part of the ERD Secretary to provide a time for the validation workshop - (Countermeasure) Organizing a pre-validation workshop to discuss strategies for progressing with the workshop	Organize the evaluation workshops	
Activity 4.6: Organize consultations, presentation and Board Meeting for finalizing Pro. Doc.	Consultations have not been held yet	Finalizing the ProDoc is dependent on organizing stakeholder consultations and board meetings, which may be delayed due to lack of interest on the side of government counterparts - (Countermeasure) Seeking the support of UNDP senior management to provide support in mobilizing government counterparts	Finalize the ProDoc	

Activity 4.8: Hiring national consultant for Developing TPP for K4DM Project New Phase II	Process has not been started yet	N/A	Complete the TPP for Phase II	
Activity 4.11: Hiring a consultant for programme support	Consultant is in the process of being hired	N/A	Complete the consultancy	
Activity 4.12: Support to ERD in administration of internship	Intern has been hired and onboarded	N/A	Complete the internship	

Output 5				
Planned Activities (Three Months)	**Progress Achieved**	**Challenges**	**Planned Activities (Next Three Months)**	**Financial Progress (USD)**
Activity 5.1: Support ERD in smoothly functioning of the NRB Cell (hiring national consultant for 6 months)	NRB Cell consultant is on board and is carrying forward cell activities	Taskforce structure has changed due to government structural changes - (Countermeasure) New NPD of the project is onboarding newly appointed taskforce members	Organize a taskforce meeting	8,947.36

Output 6				
Planned Activities (Three Months)	**Progress Achieved**	**Challenges**	**Planned Activities (Next Three Months)**	**Financial Progress (USD)**
Activity 6.1: Support to ERD in smooth functioning of the recently established South -South Cooperation Cell (hiring national consultant for 12 months)	SSC Cell consultant is on board and is carrying forward cell activities	Taskforce structure has changed due to government structural changes (Countermeasure) New NPD of the project is onboarding newly appointed taskforce members	Organize a taskforce meeting	9,724.98

Output 8				
Planned Activities (Three Months)	**Progress Achieved**	**Challenges**	**Planned Activities (Next Three Months)**	**Financial Progress (USD)**
Activity 8.1: Organize meetings of Advisor's committee and writer's pool for Developing NHDR	The first draft of the NHDR has been submitted	Some NHDR writer have not met the submission deadline (Countermeasure) Regular follow up from the NHDR focal point is being carried out to ensure timely submissions	Receive the final draft of the NHDR	**129,859.15**
Activity 8.2: Provide logistical and administrative supports to the Advisor's committee and writer's pool for Developing NHDR	NHDR contracts have been issued for Sr Advisor, Writers and Research Assistants, meetings have been organized	N/A	Printing the NHDR	

Activity 8.3: Hiring national consultant support to Advisor's committee and writer's pool for Developing NHDR (Six Month)	Support consultants have been hired	N/A	Timely payments of contract values of consultants	

Currency: USD

Financial Progress

Output	Total Budget (2020)	Allocated Budget (Q3: 2020)	Expenditure (Q3: 2020)	Cumulative Expenditure (Q1+Q2+Q3: 2020)	Balance (Cumulative)	Delivery Rate (Cumulative)
Output-1	9,850.00	3500.00	3,045.22	3,935.22	5,914.78	40%
Output-2	5,550.00	0.00	0.00	2,022.52	3,527.48	36.44%
Output-3	1,000.00	0.00	0.00	0.00	1,000.00	0%
Output-4	88,700.00	27,000.00	25,833.81	55,948.81	32,751.19	63%
Output-5	13,700.00	4,500.00	3,999.36	8,947.36	4,452.64	65.30%
Output-6	13,500.00	2,000.00	1,748.70	9,724.98	3,775.02	72%
Output-8	160,850.00	120,000.00	115,844.15	129,859.15	30,990.85	81%
Output-10	132,400.00	12,000.00	10,000.00	50,393.58	82,006.42	38%
Grand Total	**425,250.00**	**169.000.00**	**160,471.24**	**260,831.60**	**164,418.40**	**61.33%**

Annex