

Annual Project Review Report Template

The format of the APR Report is flexible. It must, however, cover the essential elements on results, namely progress towards outcome, outputs produced and relevant efforts on partnerships and soft assistance. Each office may add any other element, depending on the project and results.

Project title: Poverty Reduction for Ethnic Minorities in china

Atlas Award ID. 00044494

Period covered: August 11, 2006 to December 31, 2006 [Put the period since last APR. Normally the fiscal year]

PROJECT PERFORMANCE—CONTRIBUTION TO THE CP OUTCOMES

The following elements should be included.

1. CP outcome(s) (as stated in the CPD and CPAP), indicators, baselines and targets (as taken from the M&E Plan)

UNDP Outcome 1.2 National efforts to lead and manage Xiaokang implementation supported through a variety of instruments and capacity building initiatives; UNESCO/UNDP Outcome 1.2 Cultural diversity and culture based development with particular focus on ethnic minorities enhanced; Outcome 3.2 Improved environmental awareness and enabling environment created for greater public participation.

2. Update on outcome(s) - A brief analysis of the status of the situation and any observed change, any project contribution

1) Enhanced awareness of SEAC senior officials to lead and manage Xiaokang implementation in ethnic minority areas through international cooperation; 2) increased enthusiasm and enhanced capacity of both national and local ethnic officials in absorbing international best practice and creating enabling environment for intensive participation of ethnic communities.

3. Annual outputs: Relate to targets set in the CPAP and project documents as appropriate.

Management and coordination of programme implementation.

4. Update on outputs. Achievements of the project in outputs.

- 1) Project coordination committee and project management offices at both national and provincial levels have been established.

Following the signing of agreement, SEAC has established a project coordination committee led by its vice Minister to provide supervision and coordination wherever necessary. National Project Management Office (NPMC) has also been setup to include one director, two vice directors, a project manager and specified staff for procurement and financial management. Following the same structure of NPMC, provincial project management offices have been set up in involved project provinces

- 2) First batch of experts have been recruited for project inception.
- 3) Overall implementing workplan and major issues of project implementation have been identified at the Inception workshop.

On Nov.7-11,2006, the inception workshop was held at the College of China Ethnic Minority Cadre Management, with 73 participants from CICETE, SEAC, UNDP, SEAC of Yunnan, Xingjian, Qinghai and Inner Mongolia, consultants and medias. The Workshop included following major presentations: (i) An Overview of the Project; (ii) Project Overall Plan and Framework; (iii) Introduction of Project management requirement and procedures; and (iv) General Terms of Reference of Consultant, Consultant Methodology and Site Selection Criteria Framework. During the workshop, the representatives of provincial SEAC have also briefed current status of preparation work for the Project respectively. The Workshop also conducted working group discussions to draw out the participants' insights into the main issues, needs, and requirements of the Project and their suggestions and recommendations to address identified issues and concerns.

- 4) Supporting environment has been created through two mobilization and training workshops held in Beijing for involved ethnic officials.

On Nov.21-28, a training workshop was held with an aim to mobilize related ethnic cadres at all levels for the implementation of the 1st sub-programme—leadership development for poverty reduction in ethnic minority areas. During the workshop, the Minister of SEAC and professors from National Administration Institute addressed to 104 participants on related topics of leadership for poverty reduction, selection criteria for ethnic cadres, etc.

On Dec.20-26 another workshop was held to mobilize and inform the would-be implementers for Sub-programme 2 and 3. Participated at the workshop were over 50 national local ethnic officials in charge of economic development in ethnic minority areas, who will be directly involved in identifying demonstration sites, implementing poverty reduction activities, and promoting cultural and tourism development. Through the lectures presented and the discussions at the workshop, participants have got a better understanding on how to implement sub-project 2 and 3.

- 5) Mobilization and training plan for individual project sites have been drafted to be further implemented in early 2007.

To fully mobilize local ethnic cadres and ethnic communities and get them ready for the implementation of related project activities, it was proposed that mobilization workshops be held in all project provinces of Yunan, Xinjiang and Qinghai in early 2007.

5. Reason if progress below target: - If applicable explores underlying factors and reasons for gaps in output and target.

The recruitment of CTA was expected to be conducted before the end of this year so that s/he could start to work for the project for two weeks in 2006. The CTA has been selected after public advertising, but there's no time left for her to come before the Christmas.

6. Update on partnership strategies - Brief update on any achievement and/or problem (exception reporting).

Strong partnership has been set up among SEAC, CICETE and UNDP, whereas the linkage with involved local governments and ethnic communities remains to be strengthened.

7. Recommendations and proposed action. Actions on any matter related to outcome, progress of outputs, and/or partnerships. Corrective measures. Responsibilities

1) Get the CTA in position as soon as possible.

2) Refine the workplan to guide the steps.

3) Take good use of the experts and build up strong relationship with local stakeholders.

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

There may be problems that are generic and not related to any specific output, or that apply to all of them. If so, the Project Manager fills out the “top three” such challenges. More can be added if considered indispensable, although when the top problems are solved other issues will normally improve, too. If the issues have been covered through the table above, this section may be left empty.

List the three main challenges (at most, if any) experienced during implementation and propose a way forward. Note any steps already taken to solve the problems.

1. SEAC is less familiar with the implementation regulations of UNDP programmes since this is the very first cooperation with UNDP.

2. The actual time allocated for project implementation in year 2006 was only 2 months, which affected the coherent implementation of project activities.

RATING ON PROGRESS TOWARDS RESULTS

If the CO has decided to use "rating of progress" as a tool, the Project Manager indicates his/her rating of progress for outputs. Subsequently the Programme Manager indicates agreement (or rates differently) and rates progress towards the outcome. These ratings may be used by the country office and/or Headquarters for the ROAR analysis, as well as for input to evaluations and other purposes for results validation.

For outcomes:

- Positive change** (determined by evidence of movement from the baseline towards the end-outcome target measured by an outcome indicator)
- Negative change** (reversal to a level below the baseline measured by an outcome indicator)
- Unchanged**

For outputs: Applied to each output target [This is for the strategic outputs only. If the parties want rating of all outputs, the ones not in the SRF would be based on the project document, work plans or any other agreement on expected results.]

- No** (not achieved)
- Partial** (only if two-thirds or more of a quantitative target is achieved)
- Yes** (achieved)

SOFT ASSISTANCE NOT PROVIDED THROUGH PROJECTS OR PROGRAMMES

[Soft assistance contributes to the outcome and/or outputs. This section asks the Project Manager to provide information about any activities conducted that were **not** envisaged in the work plan or have yet to produce concrete results. It aims to identify additional or specific activities that are required to ensure progress towards the outcome. This section of the APR could contribute to the reporting section in the ROAR regarding narrative on "advocacy and policy dialogue". It allows the country office and the project to work in the same direction in advocacy and dialogue. If soft assistance is not an issue for the project or too sensitive to address, this section may be left empty.]

What are the key activities (if any) of soft assistance undertaken by the project?

A coordinating meeting held on October 10th, 2006 to discuss the annual workplan of year 2006 and management arrangement for the project. Participants from CICETE, UNDP and SEAC attended this meeting and took part in the discussion. On the meeting UNDP clarified their request on recruitment of the experts while the three parties agreed to set up a project management office, two officers in it should be supported by TRAC fund and other cost should be supported by government inputs. USD 40000 in TRAC source of the budget should be used for necessary equipment for the office and local project management office.

What are the main constraints in progress towards outcome that require additional soft assistance?

1. It's the very beginning of the implementation of the new project. All stakeholders need chances to express their ideas and communication is necessary to build up the cooperation mechanism.
2. _____
3. _____

Please propose elements for soft assistance strategy for the next year:

Besides regular work meeting, coordination meeting should be held nonscheduled to discuss important issues during the implementation.

LESSONS LEARNED

[The lessons learned from the APR should serve as input to the performance analysis of the ROAR as well as the annual review, which allows the partners to compile and exchange lessons learned from all projects and APRs.]

Describe briefly key lessons learned during the year:

1. The first edition of workplan was made from the design of project document. But the plan has to be revised due to the constrain of the implementing time left after the inception.
2. _____
3. _____

Prepared by: _____ (Project management, name and title)

[Note: Since reporting should as much as possible be electronic for efficiency, signature is not required. The Project Director can transmit it in an Email, through a website or through a computer programme.]