

MPTF OFFICE GENERIC FINAL PROGRAMME NARRATIVE REPORT
REPORTING PERIOD: FROM 01.2011 TO 03.2012

<p align="center">Programme Title & Project Number</p> <ul style="list-style-type: none"> • Programme Title: Support to the Government of Iraq's Capacity Development for Mine Action • Programme Number A7-06 • MPTF Office Project Reference Number: 00075915 	<p align="center">Country, Locality(s), Priority Area(s) / Strategic Results</p> <p><i>(if applicable)</i> Country/Region Governorates of Baghdad, Erbil, Sulymanieh and Basra</p> <p>Priority area/ strategic results</p>
<p align="center">Participating Organization(s)</p> <p>UNOPS</p>	<p align="center">Implementing Partners</p> <p>Ministry of Environment/Directorate for Mine Action</p>
<p align="center">Programme/Project Cost (US\$)</p> <p>Total approved budget as per project document: 993,000 MPTF /JP Contribution: 993,000</p> <ul style="list-style-type: none"> • by Agency Agency Contribution • by Agency <p>Government Contribution</p> <p>Other Contributions (donors)</p> <p>TOTAL: 993,000</p>	<p align="center">Programme Duration</p> <p>Overall Duration (<i>months</i>): 20 months Start Date: 28.07.2010</p> <p>Original End Date: 28.07.2011 Actual End date: 31.03.2012</p> <p>Have agency(ies) operationally closed the Programme in its(their) system? Yes No <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>Expected Financial Closure date¹: 30.06.2013</p>
<p>Programme Assessment/Review/Mid-Term Eval.</p> <p>Evaluation Completed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: dd.mm.yyyy Evaluation Report - Attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: dd.mm.yyyy</p>	<p align="center">Report Submitted By</p> <ul style="list-style-type: none"> ○ Name: Roman MOGUILVSKY ○ Title: Portfolio Support Officer ○ Participating Organization (Lead): UNOPS ○ Email address: romanm@unops.org

¹ Financial Closure requires the return of unspent balances and submission of the [Certified Final Financial Statement and Report](#).

FINAL PROGRAMME REPORT FORMAT

Executive Summary

- This project aimed to increase and improve the operational capacity of the Government of Iraq's Mine Action Programme by providing equipment and training.
- This project contributed towards target 7a of MDG goal 7 "Integrate Principles of sustainable development into country policies and programmes; reverse loss of environmental resources", and target 7 of goal 8: "In cooperation with the private sector, make available the benefits of new technologies."
- In relation to the NDS, the project addresses Pillar III "Improving the Quality of Life", point 6 "Accelerating demining actions."

I. Purpose

This project aims to increase and improve the operational capacity of the Government of Iraq's Mine Action Programme and increase the capacity of the government institutions (General Directorate of Mine Action, Iraqi Kurdistan Mine Action Authority, Regional Mine Action Centre South) to address the needs of communities and vulnerable groups affected by landmines and other explosive remnants of war.

The project will provide technical support and the required equipment and training, in order to increase their operational capacity to conduct mine action activities such as operations planning, tasking and prioritization.

This project complements the larger Programme of the Government of Iraq and the ongoing support of UNDP in Mine Action, by providing necessary inputs not provided under the ongoing initiatives.

Outputs:

- 1) *Key activities* and Procurement
Outputs: Equipment necessary for the improved efficiency of the national mine action organization is procured and delivered
- 2) *Activities*: Preparation of Specifications for the equipment to be procured, preparation of shortlist of suppliers, launching of the invitations to bid, evaluation of offers, award of contracts, issuance of purchase orders.
- 3) *Procurement (major items)*: UNOPS North America Office conducts the RFP and ITB procedure, completes the evaluation process and procures the items for delivery to Iraq.

The project has completed the first and second outputs: 'Develop Specifications and identify/research vendors', and 'Conduct procurement process/evaluation'. The procurement and delivery of the equipment was delayed due to the end of the year and the related production closure over the holidays of manufacturers compounded delays further. An extension of the project for 3 months was granted, to provide enough time to deliver the remaining goods to Baghdad, which were already en-route. However, due to the Arab League Summit in Baghdad in February 2012, several Ministries operated with limited capacities and it was not possible to receive the necessary import authorizations and tax-exemptions before the deadline. Within the next extension for an additional 6 months, the last portion of equipment finally arrived in Baghdad and all items of the procurement budget (Annex I) were delivered.

II. Resources

The procurement and delivery of the equipment was delayed. Proximity of the end of the year and the related production closure over the holidays of manufacturers has compounded delays further.

In December 2011 a request for no cost extension, with a work plan and delivery dates were submitted for approval and approved.

In March 2012 a request for no cost extension, with a work plan and delivery dates were submitted for approval and approved.

III. Implementation and Monitoring Arrangements

UNOPS utilizes standard procurement process according to its procurement manual* and following principles

- a) Best value for money
- b) Fairness, integrity and transparency
- c) Effective competition
- d) The best interests of UNOPS and its clients

UNOPS procures goods and services in close collaboration with the Clients, Iraqi authorities, and the Beneficiaries. While the individual arrangements vary depending on the Client and the specific project requirements, the general modalities are:

Requirements

- Upon request of Client, and together with the Iraqi counterparts, identify the goods and services for UNOPS to provide or contract.
- Preparation of detailed specifications of equipment and services and work plan, by UNOPS, based on input and with the support from the Client, the Iraqi authorities and the beneficiaries.
- UNOPS utilizes standard procurement process, including; Request for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposal (RFP)

Short-listing

- UNOPS has developed and maintains a database of known suppliers and service providers in Iraq (incl. performance assessment, capacity, registration in Iraq, etc.) and a roster of registered experts.
- Qualified and potentially interested vendors in the area can also be drawn from the local authority's relevant company registration offices.

- Alternatively, interested companies can be requested to submit their profiles in response to an Expression of Interest ad published in the Iraqi and/or international media (incl. internet).
- Where necessary and relevant, information on companies/vendors can also be drawn from other UN agencies and entities operating in Iraq.
- The short-list of companies selected to be included in the procurement exercise requires approval by the Regional Director, confirming that all relevant sources of information have been utilized for compiling the list.

Tendering Process

- UNOPS issues an Invitation to Bid/Request for Proposal to all short-listed companies, requesting them to submit an Offer/Proposal in line with the specific requirements. The document also stipulates the exact process of submission, receipt, opening, and evaluation of bids and it informs on the nature of the contract/purchase order the selected bid could result in.
- Requests for clarification received from potential bidders are responded to by UNOPS, if necessary upon consultation with the Client, relevant Iraqi authorities, and/or Beneficiaries.
- After expiration of the submission deadline, all Bids received are opened by a UNOPS Bid Opening Committee.
- The evaluation follows UNOPS standard procedure, varying on procurement type and value, and should result in a recommendation for award of contract to the lowest, compliant bid. This recommendation requires approval by the relevant authority within UNOPS.

*<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

IV. Results

1. Progress of Project:					
Outputs expected as per approved project document	Status of Achievement				
	Fully achieved	Partially achieved	%	Not achieved	Explanation
Develop Specifications and identify/research vendors	X		100%		
Conduct procurement process / evaluations	X		100%		
Award Contracts	X		100%		
Purchase and shipment of equipment/delivery and handover to users	X		100%		

VI. INDICATOR BASED PERFORMANCE ASSESSMENT

	Performance Indicators	Indicator Baselines	Planned Indicator Targets	Achieved Indicator Targets	Reasons for Variance (if any)	Source of Verification	Comments (if any)
Outcome 1² Equipment necessary for the improved efficiency of the national mine action organization is procured and delivered and employees training in its use.							
Output 1.	1. Develop Specifications	No	Yes	Yes		Internal review	
	2. Research/identify vendors	No	Yes	Yes		Internal review	
	3. Conduct procurement process	No	Yes	Yes		Internal records	
	4. Conduct Evaluation	No	Yes	Yes		Internal records	
	5. Award Contracts	No	Yes	Yes		Contracts awarded	
	6. Purchase and ship equipment	No	Yes	Yes		Reception Report Received	
	7. Deliver and Handover equipment	No	Yes	Yes		Reception Report Received	

iii) Evaluation, Best Practices and Lessons Learned

N/A

² For PBF: Either country relevant or PMP specific.