



[United Nations Population Fund- UNFPA]

ANNUAL PROGRAMME NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2009

<p>Submitted by: Dr. Georges Georgi, Representative, UNFPA Iraq Office E-mail: georgi@unfpa.org</p>	<p>Country and Thematic Area <i>Governance Sector Outcome Team</i></p>								
<p>Programme No: C9-23 MDTF Office Atlas No: 66953 Programme Title: Capacity Development in Census and Surveys</p>	<p>Participating Organization(s): UNFPA</p>								
<p>Implementing Partners:</p> <ul style="list-style-type: none"> <i>National counterparts:</i> Central Organization for Statistics and Information Technology (COSIT)- MoPDC 	<p>Programme Budget (from the Fund): <i>For Joint Programme provide breakdown by UN Organization</i></p> <table> <tr> <td>UNDG ITF :</td> <td>USD 5, 064,268</td> </tr> <tr> <td>Gov. Contribution :</td> <td>USD 1, 500,000</td> </tr> <tr> <td>Agency Core:</td> <td>USD 1,276,859</td> </tr> <tr> <td>Total:</td> <td>USD 7,841,127</td> </tr> </table>	UNDG ITF :	USD 5, 064,268	Gov. Contribution :	USD 1, 500,000	Agency Core:	USD 1,276,859	Total:	USD 7,841,127
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<p>Programme Duration (in months):30 months <u>Start date: 01 Nov. 2008</u> <u>End date:</u></p> <ul style="list-style-type: none"> <i>Original end date 31 Mar. 2011</i> <i>Revised end date, if applicable:31 Dec. 2011as the implementation of enumeration stage of the project was postponed by GoI to be on Oct. 2010 instead of Oct. 2009</i> <i>Operational Closure Date, if applicable:</i> <p>Budget Revisions/Extensions: <i>List budget revisions and extensions, with approval dates, if applicable</i> The project is extended for additional 8 months related to GoI census project postponing.</p>									

NARRATIVE REPORT FORMAT

I. Purpose

Project Outcome(s):

National capacities in development planning and monitoring processes at national, governorate and district levels are enhanced.

Outputs: Four outputs will contribute to the achievement of the above outcome:

1. Capacities of COSIT at national and governorate levels and collaborating national partners, are increased to plan and implement high quality and internationally recognized population and housing censuses and other large- scale surveys.
2. Capacities of COSIT and national research centres, at national and governorate levels, are enhanced to conduct disaggregated analysis and evaluation of census and large-scale surveys data.
3. Capacities of MoPDC and key line ministries (MoH, MoE, MoLSA, MoA,) at national and governorate levels are enhanced to disseminate and utilize disaggregated censuses and large-scale surveys data.
4. COSIT's systems for ensuring census compliance with established scientific international standards are strengthened, including quality assurance and independent observation, monitoring and evaluation.

The project is relevant to the following:

- **UN Assistance Strategy for Iraq:** the project addresses outcome #4 of the Governance Sector Outcome Team “Strengthened regulatory frameworks, institutions and processes of national and local governance”.
- **MDGs and Iraq NDS:** the project comes in line with Iraq's NDs and facilitates availability of information and data to help in addressing seven out of eight goals of the MDGs through establishing a statistics system of continuous capturing process to follow up policies implementation, draw attention to deviations that might happen and adjust procedures.
- **ICI:** the project will contribute to the capacity of the GoI to conduct a census and analyze the results to be used in support of ICI goals #4.4.1 (Delivering basic Services) and #6.4 (Improved National Planning).

II. Resources

Financial Resources:

- Other than the resources mentioned in the project document, no further contributions were made for this project.
- During the reporting period, no project revisions were produced.

- The Financial processes for this project’s operation went smoothly, and in accordance with UNFPA’s rules and regulations.
- The project’s financial processes included some good practices which facilitated the implementation, these good practices were:
 1. The outsourcing of project’s financial support, that was made by way of Long Term contracts with Jordanian, Iraqi and Egyptian companies, facilitated the operation of the capacity building component in particular, which was implemented in the three above mentioned countries, these companies provided services in terms of cash transfers, Daily Subsistence Allowance distribution to participants, Hotel accommodation and other logistical arrangements.
 2. A collaboration agreement was made between UNFPA Iraq and UNFPA Egypt Country Office, in order to facilitate the money transfer and financial support processes with CAPMAS and COSIT during the implementation of the capacity building component.
 3. The close coordination between UNFPA Iraq and COSIT, in planning the implementation stages of the different capacity building activities inside or outside Iraq accelerated the implementation and overcome any expected risks and/or challenges, particularly in terms of the security situation in Iraq, COSIT agreed to conduct this activity outside Iraq (Jordan and Egypt), whereas cascade trainings were conducted inside Iraq by COSIT qualified cadre.
 4. The internal monthly budget review and monitoring exercise which UNFPA had conducted had a positive effect on clarifying the financial status of the project.

Human Resources:

- National Staff: 1 Technical Analyst located in Amman – Office.
- International Staff: 1 Chief Technical Advisor in Amman – Office.

III. Implementation and Monitoring Arrangements

The adopted implementation mechanisms are as follows:

1. Based on the needs assessment conducted, COSIT defines the areas of capacity development requirements.
2. UNFPA provided continuous technical and programmatic assistance to COSIT and collaborating national partners through the assigned Technical Support Unit based in Amman.
3. Amman unit acted as a liaison point between COSIT and the other internationally recognized centres in Arab world and worldwide such as CDC, AITRS, CAPMAS, etc.
4. Supervision of the technical and managerial support unit’ activities by UNFPA recruited Chief Technical Advisor “CTA”.
5. Field visits carried out by CTA on regular basis facilitated the implementation process of the project and overridden any challenges.

6. Regular technical and managerial meetings between Amman unit with the Iraqi partners and stakeholders maintained the monitoring of the project. These meetings included:
- Weekly and fortnightly meetings for the technical unit, to perform the following tasks:
 - Review the implementation of the project work plan, as well as discuss the constraints facing the project activities.
 - Approve the capacity building activities that were being implemented by CAPMAS and other institutions in addition to approve any upcoming coming activities.
 - Prepare monthly progress report and submitted it to the CO Representative.
 - Iraqi Census Technical Advisory Board “ICTAB”¹ comprised of UNFPA, UNSD and COSIT. This Board which is co-chaired by UNSD and COSIT who will oversee the implementation of the 2010 Iraqi Census, and the progress made under this project.
- Provide details on the **procurement** procedures utilized and explain **variances** in standard procedures.

The procurement conducted during the reporting period was only related to the provision of specialized training courses to COSIT personnel. These trainings were undertaken through a Cooperation Protocol signed between COSIT and CAPMAS on the basis of CAPMAS’ experience gained through conducting Egypt’s Census of 2006, through applying – for the first time in the region – an ICR data capture technology in Arabic handwritten characters and numbers. Cost of the training activities conducted under this Cooperation Protocol is covered by UNFPA following an agreed procedure with COSIT.

In addition to that, UNFPA facilitated the following procurement for the project implementation:

1. The ICR Software procurement for 2010 Iraqi census.
2. The procurement of a Scanner device for 2010 Iraqi census.
3. Procurement of services from companies that services in terms of cash transfers, Daily Subsistence Allowance distribution to participants, Hotel accommodation and other logistical arrangements.

Monitoring System:

All monitoring, evaluation and reporting activities were conducted in accordance with UNFPA’s practices, and the agreed Memorandum of Understanding (MoU) with the IRFFI Multi-Donor Trust Fund Office. The monitoring and evaluation system provided the tools for the project partners to track progress of project activity implementation, identified gaps and remedial

¹ ICTAB was replaced with ITABIC “International Technical Advisory Board for Iraqi Census”.

measures, and assessed the quality and interim impact of project interventions. The monitoring and evaluation system that was built in this project includes the following:

Monitoring and Evaluation Process

Specific monitoring and evaluation and follow up processes and activities were carried out for this project, and these included:

- CTA monthly and 6 monthly progress reports of the project implementation for ITABIC.
- Field visits on regular basis conducted by UNFPA's CTA and project TA to Iraq to follow up the project implementation.
- Amman unit weekly, fortnight and monthly meetings to follow up and monitor the project progress related to the planned activities and designed work plan.
- Amman unit regular evaluation for the capacity development activities implemented by CAPMAS and other institutions for Iraqi census cadre.
- Joint Technical Committee meetings under the cooperation protocol between COSIT and CAPMAS, to follow up and evaluate all capacity development activities related to Iraqi census cadre.
- ITABIC's 6 monthly meetings to review, follow up, monitor and evaluate the project progress and to recommend more good practices for the project implementation.
- Quality Assurance/Quality Control activities and capacity building were implemented by UNFPA – Census Team and other outsourced experts and specialists, to develop and promote best practices and implementation approach of the project.

d. Report on any assessments, evaluations or studies undertaken relating to the project and how they were used in support of the project(s).

1. Needs Assessment implemented by UNFPA in response to COSIT's request to develop the capacities of the Iraqi institutions and their staff in the field of census and large scale surveys' methodologies and techniques.
2. Cost and Time Management assessment was conducted to determine and identify the most updated and suitable data capture system to be used for the 2010 census.
3. Planning and preparatory meetings were conducted by UNFPA and other related institutions from inside and outside Iraq to set up the project's structure.

IV. Results

- Provide a summary of Programme progress in relation to planned outcomes and outputs; explain any variance in achieved versus planned outputs during the reporting period.

As appears in section VI (performance indicators table), we notice that the project maintained over the past year a noticeable progress against its planned outputs. The project's activities proceeded without large scale problems that might have impeded its progress. Most of the pre-required instruments and tools were organized, planned and prepared to enhance the capacity

building activities. The performance indicator points out an achievement of 80% for the whole project. In addition, the implemented activities regarding capacity development for COSIT personnel enhanced and equipped COSIT's Cadre with the required skills, knowledge and modern techniques in the field of census and large scale surveys.

On the other hand, the sustainability of the capacity development component is ensured by adopting and applying a quality assurance approach, during the project's phases by transferring acquired skills, knowledge and modern techniques to newly appointed national cadre, as well as to other similar projects (surveys).

The only issue that went against the work plan activities is the postponing of the enumeration stage of the census to Oct. 2010 instead of Oct. 2009 according to GoI resolution, but that didn't impact the project's achievements, taking into consideration the nature of the project being a capacity development one. .

- Report on the key outputs achieved in the reporting period including # and nature of the activities (inputs), % of completion and beneficiaries.

Output1: Capacities of COSIT at national and governorate levels and collaborating national partners, are increased to plan and implement high quality and internationally recognized population and housing censuses and other large- scale surveys. **(845 national trainees were capacitated, % of completion is 135% of the planned goal which was to capacitate 630 national trainees)**, In addition to that the only unachieved activity is the securing of master degree scholarship in demography for 10 Iraqi candidates, as the process started but the requirements were not completed from the Iraqi side.

Most of the beneficiaries are COSIT – national census teams and line ministries and government institutions

Under this output, the following activities were implemented:

1. TOT workshops for COSIT and other related national partners in the areas of census desk and auto editing, data capture software applications, electronic design of census questionnaires, Census questionnaires template design, designing and creation of population, building and listing databases, using the scanner device in data capture system, coverage systems and software applications, training database and networks managers on the operating systems and database usage, data mining, auto editing and alphabetic editing with related operating systems, database designing and operating and the population and building databases implementation with the requested forms and reports design, Reports and Forms design and explanations of links between them for building and households, Reports and Forms design and explanations of links between them for population and houses, Data Processing and final tabulation reports design for population, Data Processing and final tabulation reports design for buildings, Project Management for senior staff of COSIT).
2. Technical workshops for COSIT staff, higher census committee and other national institutions to review, finalize, develop, plan, monitor technical, managerial, capacity development plans and preparations for the project, in addition to census tools and the questionnaires.
3. Specific PMP training course implemented for senior staff from COSIT on the latest and updated project management methodologies, approaches and applications.

4. Internal training sessions for the census staff and cadre in COSIT were implemented according to TOT approach to sustain the gained knowledge, practices, skills and information in many the areas of: (work field stage, enumeration approach, supervision skills, follow up and M&E approach, delineation, listing and numbering methodology and practical approach in Iraqi population and housing census).

Output2: Capacities of COSIT and national research centres, at national and governorate levels, are enhanced to conduct disaggregated analysis and evaluation of census and large-scale surveys data. **(17 national Iraqi trainees were capacitated; % of completion is 100% of this output)**. This completion of this activity is out the planned activities of 2009 plan as this output implementation was planned to start in 2010 not 2009.

Under this output the following activity was implemented:

Training workshop related to in-depth and causality analysis in demography (round 1)

Output3: Capacities of MoPDC and key line ministries (MoH, MoE, MoLSA, MoA,) at national and governorate levels are enhanced to disseminate and utilize disaggregated censuses and large-scale surveys data. Nothing during report period is implemented

Output4: COSIT's systems for ensuring census compliance with established scientific international standards are strengthened, including quality assurance and independent observation, monitoring and evaluation. **(% of completion is 280% of the planned activities under this output during the report period as we planned to implement 5 activities but we implemented 14 activities related to this output)**

Under this output the following activities were implemented:

1. Several quality assurance and quality control modules activities were conducted in the census implementation such as: 8 Technical meetings and workshops for COSIT staff, and other national institutions to review, finalize, develop, plan, monitor technical, managerial, capacity development plans and preparations for the project, in addition to census tools and the questionnaires, preparing for the ITAB-IC (ICTAB the former name) operating activities and meetings, quality control and quality assurance and planning meetings for Iraqi COSIT staff, 1st ITAB-IC meeting for the advisory board to review the census documents, implemented activities and stages and to evaluate the situations according to international scientific standards, criteria and recommendations. and developing the QC manuals and plans in collaboration with COSIT sectors heads.
2. 2nd ITAB-IC meeting was held and implemented to review and evaluate the census cadre and institutional readiness after the commitment of the 1st ITAB_IC meeting recommendations.
3. Workshop in post enumeration methodology was implemented to senior QC Staff and senior managers in census project.
4. Over 200 census documents and guidelines and manuals reviewed, translated and printed to serve the census Iraqi national teams and other international and regional institutions to be in line with international standards, norms and recommendations.

5. Two QA/QC and evaluation technical meetings implemented related to the capacity building training workshops which were provided by CAPMAS to COSIT census staff and Cadre.
- Explain, if relevant, delays in programme implementation, the nature of the constraints, actions taken to mitigate future delays and lessons learned in the process.

To avoid any delays and to mitigate any risks or delays that could face the project implementation, the following Risk Management Strategy was designed and implemented:

Risk Factors	Risk Management Strategy
While the general security situation is currently more optimistic, it is unpredictable. Any escalation could restrict movements of government trainees as well as UN staff and consultants.	<ul style="list-style-type: none"> ○ Closely monitor the political and security situation and put in place contingency plans as necessary. ○ Careful choice of locations based on UNAMI's security directives. ○ Organize workshops in safe areas inside the country, particularly in Kurdistan region (Erbil of Sulaymaniah)
Delay in setting up of necessary IT equipment to facilitate skill based & on-job training of COSIT staff	<ul style="list-style-type: none"> ○ Organise some key TOT workshops in the premises of other regional institutions (such as Egyptian Statistics office – CAPMAS) ○ Contract local research centres at Iraqi Universities to conduct training activities inside Iraq (in Baghdad, or other major cities, such as Erbil, Sulaymaniah or Basrah).
Turnover of COSIT staff can affect the pace of project implementation	<ul style="list-style-type: none"> ○ TOT approach would mitigate this phenomena, and would allow to respond efficiently to expected turnover of staff
Competencies and absorptive capacities of Iraqi staff at central and governorate levels might be lower than is planned for in the project. There is likely to have geographical variation and differences between governorates.	<ul style="list-style-type: none"> ○ Apply care and sufficient resources to training, technical support and mentoring in capacity development strategy. ○ Use different sources (e.g. Iraqi and regional institutions) and approaches (skill based and on-job-training) for capacity development. ○ Avail short term consultants, following training workshops, to ensure appropriate skills sets and needs.
Limited numbers of UN staff and consultants allowed inside Iraq, for security reasons and limited slots)	<ul style="list-style-type: none"> ○ Contract local, regional entities to avail and send necessary experts to support COSIT during the different census phases

- List the key partnerships and collaborations, and explain how such relationships impact on the achievement of results.
1. **Primary Implementing Partner(s):** Central Organization for Statistics and Information Technology (COSIT) on behalf of Ministry of Planning and Development Cooperation (MoPDC).
 2. **Stakeholders:** COSIT
 3. **Beneficiaries:** Iraqi line Ministries, public sector, private sector, NGOs and UN agencies.
- Other highlights and cross-cutting issues pertinent to the results being reported on.

1. **Human Rights:** Achievements to date have no impact on Human Rights.
2. **Gender Equality:** COSIT personnel who were trained during the reporting period were of equal male/female ratio. Questionnaires were reviewed taking into consideration gender equality.
3. **Key Environmental Issues:** The project does not directly address any environmental issues.
4. **Employment Generation:** The project had contributed to the creation of an appreciable number of temporary jobs, particularly for the employment of young graduates of technical institutes, the inputs of which will be used later for data entry and preparation of the census.

V. Future Work Plan (if applicable)

- Summarize the projected activities and expenditures for the following reporting period (1 January-31 December 2010), using the lessons learned during the previous reporting period.
- Indicate any major adjustments in strategies, targets or key outcomes and outputs planned.

Activity	Remarks	2010											
		1	2	3	4	5	6	7	8	9	10	11	12
4 training workshops (incl. TOT) on census advocacy and public sensitization	These activities will contribute to the achievement of output 1, 2 and 3.	X	X	X	X								
Operational & technical support for Census Tech. Committee		X	X	X	X	X	X	X	X	X	X	X	X
Workshops to update design of GIS to align with census needs & dissemination plans and evaluate the readiness for DCS and Dissemination according ITAB-IC recommendations							X	X	X	X			X
Data dissemination training workshops			X	X	X								
Technical & operational support to setup data capture/ processing center		X	X	X	X	X	X	X	X	X	X	X	X
training workshops (incl. TOT) on data completeness/ consistency checks of data						X	X	X					X
Technical assistance in support to designing and developing databases system including additional Network and database trainings				X	X		X		X				
Training workshops on survey design, implementation & quality assurance, in addition to on quality control management				X		X	X	X	X				
Training workshops on sampling and its frames					X	X	X	X					

Technical assistance to develop communication strategy and census advocacy plan including trainings		X	X	X	X	X	X	X	X					
Technical assistance to develop micro data release and management know-how				X				X	X	X				
Seminars to disseminate large scale survey data								X	X					X
Study Tours on data warehouse and data mining					X	X								
Training workshops (incl. TOT) on demographic & other statistical software, (Workshops on population forecasting and analysis)		X					X		X	X				X
Training workshops on in-depth analysis of population dynamics (fertility, mortality, migration, urbanization,)		X					X							X
Training on population and sectoral programmes									X	X				X
secure Master degree in Demography for 10 Iraqi candidates	These activities will contribute to the achievement of output1 and 2.	X	X	X	X	X	X	X	X	X	X	X	X	X
workshops (incl. TOT) on use of large scale survey data in planning & MDG reporting								X	X				X	X
Setting up Census Support Units (1 CTA, 3 national TAs, 1 prog/am assistant)	These activities will contribute to the achievement of output 4.	X	X	X	X	X	X	X	X	X	X	X	X	X
Technical support on specific topics (cartography, data processing, etc.....)		X				X	X	X	X	X				X
Support functioning of National Census Steering Committee		X	X	X	X	X	X	X	X	X	X	X	X	X
Continuing of define objectives, guidelines & plan for census Monitoring, Observation & Evaluation and related missions					X			X	X	X				
Support setup and operation of a Iraq Census technical Advisory Board (ICTAB)- organizing 2 meetings		X	X	X	X	X	X	X	X	X	X	X	X	X
Identify & support an independent Iraqi entity to implement of M&E&O (incl. capacity building)- including QA/QC training workshop and technical meetings					X	X	X	X	X	X	X	X	X	X

VI. Performance Indicators (optional)²

- Fill the table in this section to report on the indicators set at the output level as per the approved results framework in the programme document.
- **Six monthly Performance Indicators assessment**

	Performance Indicators	Indicator Baselines	Planned Indicator Targets	Achieved Indicator Targets	Means of Verification	Comments (if any)
IP Outcome: National Capacities in development planning and monitoring processes at national, governmental and district level are enhanced.						
IP Output 1.1 Capacities of COSIT at national and governorate levels and collaborating national partners, are increased to plan and implement high quality and internationally recognized population and housing censuses and other large- scale surveys.	1. 1.1 Number of Iraqi experts trained in census planning and implementation	Not available	At least 630 trained	845 trained (135%)	CAPMAS training reports and COSIT reports	Still there is other activities to be implemented during 2010
	1.1.2 A comprehensive Census Master Plan	Draft Master Plan	Master Plan based on International Norms	100%	Comprehensive Master Plan is available	Fully achieved
	1.1.3 Data capture centre fully operational (equipment/ staff)	None	1 Data Capture Centre Fully operational	100%	COSIT reports	Fully achieved
	1.1.4 A qualified Census team in each governorate	Not available	18 governorate census team	100%	COSIT reports	All 18 census teams formulation process completed
IP Output 1.2 Capacities of COSIT and national research centres, at national and governorate levels, are	Indicator 1.2.1 Census results reports	None	Report of census results disaggregated by governorate	100% of report period (about 5% of whole output activities)	Reports of National Census Committees	This output activities will be implemented during 2010, but only 1 activity

² E.g. for the UNDG Iraq Trust Fund and the MDG-F.

enhanced to conduct disaggregated analysis and evaluation of census and large- scale surveys data.	Indicator 1.2.2 number of in-depth studies on census results produced by Iraqi experts	None	At least 10		Publications of the studies	was implemented during 2009
IP Output 1.3 Capacities of MoPDC and key line ministries (MoH, MoE, MoLSA, MoA,) at national and governorate levels are enhanced to disseminate and utilize disaggregated censuses and large-scale surveys data.	Indicator 1.3.1 Number of Iraqi experts trained in census data dissemination and evidence-based advocacy	Not available	At least 155	Nothing implemented during report period	Project progress reports and MoPDC/COSIT 's Information and number of training workshops to be implemented	Nothing achieved during the report period Nothing achieved during the report period
	Indicator 1.3.2 Number of Iraqi experts trained in use of census data in planning and MDG reporting, at national and governorate levels		At least 110			
	Indicator 1.3.3 Number of census dissemination seminars at national and governorate level		At least 20			
IP Output 1.4 COSIT's Systems for ensuring census compliance with established scientific	Indicator 1.4.1 National guidelines on Census M&E and Observation	Draft guideline	Guideline on M&E and Observation disseminated	100% Completed and finalized	Publications of the guidelines	Iraqi national experts in coordination with UNFPA Experts worked on the finalization of the

international standards are strengthened, including quality assurance and independent observation, monitoring and evaluation.						guidelines
	Indicator 1.4.2 Percent of Implementation of M&E and Observation	Not available	100%	280% of the implemented activities during the report period (but about 75% of the total process regarding the whole output activities)	Progress reports and M&E and Observation reports	All of these reports were completed and finalized
	Indicator 1.4.3 Percent of Coverage of 2009 Census	Census evaluation report	> 92%		The coverage results after evaluation census implementation	Nothing

VII. Abbreviations and Acronyms

UNFPA: United Nations Population Fund
UNSD: United Nations Statistics Division
MoPDC: Ministry of Planning and Development Cooperation
COSIT: Central Organization for Statistics and Information Technology
NDS: National Development Strategy
CTA: Chief Technical Advisor
NTAs: National Technical Advisors
MDGs: Millennium Development Goals
ICI: International Compact with Iraq
MoH: Ministry of Health
MoE: Ministry of Education
MoLSA: Ministry of Labor and Social Affairs
MoA: Ministry of Agriculture
GoI: Government of Iraq
ICTAB: Iraq Census Technical Advisory Board – ITABIC is now instead of it
ITABIC: International Technical Advisory Board for Iraq Census
GIS: Geographical Information System
CDC: Cairo Demographic Centre
AITRS: Arab Institute for Training and Researches in statistics
CAPMAS: Central Agency for Public Mobilization and Statistics
M&E: Monitoring and Evaluation
MoU: Memorandum of Understanding