

PROGRESS REPORT
**Capacity Building for Effective Response Management through
e-Learning Options**

(JANUARY–30 APRIL 2010)

Objective

To create an operational e-learning training system that can be fully integrated within CDMP (Phase II) implementation strategies.

Output 1.1 Interactive Web and CD based training for two selected courses developed and piloted with five network partner organizations by November 2010.

Output 1.2 Interactive training modules integrated within systems of at least five targeted partners by December 2010.

Output 1.3 Project report including recommendations for broader implemented in December 2010.

Summary of achievements

The following has been achieved during the first reporting period:

- A Technical Advisory Group (TAG) was formed with members from the Disaster Management Bureau, tertiary educational institutions, UNDP and relevant CDMP specialists;
- The TAG held a meeting on 25 March 2010 where the project was introduced, implementation discussed, and follow-up actions decided;
- The Request for Proposals (RFP) and Terms of Reference (TOR) to support implementation has been developed;
- Five partner organizations were selected for establishing e-learning centres
 - Partner selection was based on previous performance during CDNP I, their facilities, the resource persons availability, and the organizations commitment to the common goal. Memorandums of Understanding (MoUs) with the organizations have been drafted.
- A discussion was held with UNDP's Access to Information (A2I) project to learn and seek advice on the potential challenges faced in implementing IT-based projects in Bangladesh.

Progress up to date

During the period January to 30 April, a Technical Advisory Group (TAG) was formed with the Director General, Disaster Management Bureau (DMB) chairing. The first TAG meeting was held on 25 March 2010. The TAG reviewed and discussed project implementation strategies, partner selection and service procurement.¹ Considering the experience and performance during CDMP first phase implementation, the TAG approved the following five partners:

1. Center for Disaster and Vulnerability Studies, Dhaka University
2. Bangladesh Academy for Rural Development, Comilla
3. Rural Development Academy, Bogra

¹ TAG Meeting Minutes (25 March 2010)

4. Patuakhali Science and Technology University
5. Khulna University

Establishing e-learning centre in the partners' premises has been agreed in principle, subject to the partners' internal approval process. Partners will provide the required infrastructural facilities (space on campus) to establishing the e-learning centres. The project will provide the necessary support services.

The TAG selected and approved the following two e-learning courses:

1. Introduction to Disaster Management; and
2. Comprehensive Disaster Management

These courses were developed during CDMP I under the 'Professionalizing the Disaster Management System' component. During this phase, a needs assessment was completed.

Next steps

The draft Terms of Reference (ToR) seeking 'services from firms for e-learning development' has been developed and shared with the TAG member for review and comment. In order to finalize this ToR, a second TAG meeting is scheduled for 10 May 2010. Once finalized, UNDP will be requested to advertise the approved Request for Proposal (RFP) and corresponding ToR.

A third TAG meeting will be called following the closure of the RFP as TAG members, together with a representative from UNDP, will undertake the technical and financial review and selection of proposals.

In addition, the following tasks will be undertaken:

- Development of technical specifications for e-learning centres;
- Development of a Memorandum of Understanding (MOU) with partner tertiary institutions for the establishment of e-learning centres on their campuses, with movement towards signing of the MOU; and
- Commencement in content development, requirements specifications for multi-media implementation and learning management system implementation.

Delays and constraints

During this period, the project faced some constraints, which had a limited impact on progress, due to:

- Some TAG members have shown limited responsiveness to requests for feedback by email. To address this, a subsequent TAG meeting will be held to seek feedback and approval. Non-responsiveness may continue throughout the project and will therefore require additional meetings; and
- CDMP specialists have had their attention diverted during the first quarter of 2010 due to the CDMP Inception Workshop and launch. However, with these activities now completed, this is not expected to be an ongoing constraint.
- CDMP's Computer Programmer (funded by AusAID) will conclude his assignment in Bangladesh in July 2010. Options to ensure that the required technical support is

continued are currently being reviewed. This is expected to be finalised prior to his departure.

The revised schedule will now see the project completed by February 2011. The additional two months is required to enable end project evaluation and reporting to be completed. The table below illustrates the anticipated project schedule.

| | May 2010 | Jun 2010 | Jul 2010 | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Request for Proposal Process | | | | | | | | | | |
| Content Development | | | | | | | | | | |
| Multimedia Development | | | | | | | | | | |
| LMS Implementation | | | | | | | | | | |
| e-Learning Centre Implementation | | | | | | | | | | |
| Auditing/Acceptance Testing | | | | | | | | | | |
| CD Duplication, Distribution | | | | | | | | | | |
| National Workshop | | | | | | | | | | |
| Final Report | | | | | | | | | | |
| Reporting | | | | | | | | | | |

Financial expenditure

During the reporting period, no expenditure under the support provided by SDC was incurred. A financial expenditure plan will be shared with SDC shortly.

Issues to note

As per the agreement between UNDP and SDC, the project will be implemented from 1 January 2010 to 31 December 2010. However an additional two months (i.e. 28 February 2011) will likely be required to enable end project evaluation and reporting to be completed.

The piloting of this training under Output 1.1 is now scheduled to be completed by November 2010, rather than June 2010. These changes have resulted following the inception workshop of the Comprehensive Disaster Management Programme 2010-2014 (CDMP II).

Other points

1. Is there any formal agreement/MOU between DMB and CDMP on this project or between UNDP and CDMP?

This project is being implemented under CDMP II. SDC's support (comprising 26 percent of the e-Learning project) supports this within the agreed CDMP II framework between UNDP, the Economic Relations Division (ERD) and the Ministry of Food and Disaster Management (MoFDM).

2. Have you prepared any detailed implementation strategy complete with budget as mentioned in your proposal?

The e-learning project is being implemented as part of CDMP II activities under Outcome 1.

- The activities of e-Learning project will be technically monitored by a Technically Advisory Group (TAG).
- Services will be procured from competent organization(s) through outsourcing and CDMP is facilitating this to ensure quality.
- SDC resources have been allocated for the development of e-Learning software, learning management system and for establishment of learning and development centres at partner organizations premises.
- Supporting necessary activities, i.e. training and consultation meetings other capacity development support to the partner organizations will be carried from CDMP II resources.
- The Disaster Management Bureau (DMB) is fully involved in the implementation process in order to ensure ownership of the outputs of this e-Learning project.

| Resource | Activity Timeframe | | | | | | | | | | | | | | Estimated Cost | Funding Source |
|---|--------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------|----------------|
| | J | F | M | A | M | J | J | A | S | O | N | D | J | F | | |
| Computer programmer | | | | | | | | | | | | | | | \$45,000 | AusAID - AYAD |
| ToR drafting and finalization | | | | | | | | | | | | | | | In-house | CDMP |
| RFP evaluation and contracting | | | | | | | | | | | | | | | \$150,000 | SDC |
| Services of software and translations | | | | | | | | | | | | | | | | |
| Capacity Development of Partner Organizations | | | | | | | | | | | | | | | \$55,000 | SDC |
| Technical support to firms | | | | | | | | | | | | | | | As required | CDMP |
| Training/workshops of Partners | | | | | | | | | | | | | | | As required | CDMP |
| CD Duplication and distribution | | | | | | | | | | | | | | | \$5,000 | SDC |
| National workshop | | | | | | | | | | | | | | | \$5,000 | CDMP |
| Reporting | | | | | | | | | | | | | | | In-house | CDMP |

3. What is the engagement of DMB and MoFDM in formulating, implementing, monitoring and follow up of this project?

This project is under the supervision of the Technical Advisory Group (TAG) chaired by the Director General, Disaster Management Bureau (DMB). In addition, all activities of CDMP II fall under the purview of the CDMP II National Project Director, an Additional Secretary of

MoFDM and the Steering Committee chaired by the Secretary, MoFDM as CDMP II is a project of the Ministry.

4. Is there any involvement of BUET - Bangladesh University of Engineering and Technology in developing the software under this project?

Currently BUET is not involved in this process. However, they are considered a competent entity and may submit a proposal to carryout tasks under the public tender. If BUET does not apply, experts from BUET will be invited to join the evaluation team.

5. How UNDP/CDMP will ensure SDC's visibility during and after the project period? Why not this project contribution was mentioned in CDMP inception documents?

As agreed with SDC during discussions held prior to the contribution agreement signing, CDMP II will ensure SDC's visibility in all activities related to this initiative. This includes recognition on the software and at the e-Learning Centres. Additional visibility will be ensured during the launching of the centres.

6. Is it possible to focus on outcomes of the project in next report along with outputs?

Yes. Future reporting will be output-based.