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# NATIONAL AND PROVINCIAL ADMINISTRATIVE REFORM PROJECT

BI-MONTHLY REPORT  
AUGUST 1-15, 2011

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# USAID NATIONAL AND PROVINCIAL REFORM PROJECT

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### **DISCLAIMER**

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This report summarizes project activities and accomplishments for the period August 1 to 15, 2011. The second Semi-Monthly Report for August is due on September 2, 2011.

## General

**Workplanning.** The Workplan development process began formally with those few advisors already deployed meeting to review the deliverables contained in the Project Contract as well as the strategic results framework and results indicators prepared as part of MSI's proposal submission. Each component is responsible for its own workplan, within the framework of USAID's approach to "results-based management". The team leaders and advisors are well-versed in the results-based principles based on their experience with other USAID projects. It is challenging to complete the draft by the due date of September 5<sup>th</sup> as there will be inadequate time for full consultations with the government clients. Also, if the deployments of other advisors, especially the M&E advisor, continue to be delayed, there will be difficulties in meeting the due date.

**Deployment.** The Performance Management Advisor arrived on August 15. The M&E Advisor's deployment is further delayed and is now not expected until around August 24<sup>th</sup>, depending on final clearances.

**Fact Sheets.** Four of the "fact sheets" have been translated into Arabic in a format that places the English on one side of the page, and the Arabic on the other. The last one is under final review and the package should be ready before the upcoming meeting of the Public Sector Modernization Committee.

## Civil Service Reform

**Deployments.** The Senior Advisor is now expected to arrive by August 23, 2011. Three other advisors for the component, including the Senior HR specialist, the advisor responsible for civil service commissions, and the advisor for the Civil Service Institute planning are slated for deployment in the next two weeks.

## National Policy Management

**Memorandum of Understanding.** The National Policy Management (NPM) team leader held several communications with the Chief of Staff of the Prime Minister's Office to continue the discussions on the MOU and a Letter of Agreement between USAID and the PMO.

**Presidency.** Discussions continued with the Chief of Staff of the President of Iraq and with the Presidency Diwan.

**Regulatory Reform.** Plans are being made for the leader of the Regulatory Reform program, Mr. Scott Jacobs, to arrive in Baghdad on STTA in early September to initiate the program.

**University of Baghdad.** NPM Team met with the Administration of the University of Baghdad to explain the Tarabot components and discuss the participation of the university as a significant stakeholder in the process of policy development and the Regulatory Guillotine (RG) program.

**National Investment Commission.** NPM team presented an introduction on Tarabot to the Chairman of the Iraq National Investment Commission, who is also a member of the Prime Minister's Economic Committee. The chairman welcomed the chance to collaborate in Tarabot.

**Provincial Participation in Policy.** NPM paid a call on the Minister of State for Provincial Affairs. The ministry is an important stakeholder in NPM's activities. The minister was eager to be part of the activities of Tarabot. He

suggested to hold in due time a roundtable discussion on public policy and the RG with 5 governorates. He listed Kirkuk, Ninewa, Basrah, Babil, and Maysan, as a start.

**Scheduled Meetings.** Meetings are scheduled with the Minister of Women’s Affairs regarding the participation of the provinces and women’s groups in stakeholder discussions on policy development. A meeting is also scheduled with the Senior Advisor to Deputy Prime Minister Saleh Al-Mutleq (DPM for Services).

**Workplan.** The Team Leader and Senior Advisor have begun work on the annual workplan, however there are a number of “jurisdictional” issues as to be resolved in the coming weeks.

## Administrative Decentralization

**Workplan.** This week, the AD component initiated the work planning process. An initial template was devised and the team held brainstorming sessions. The AD team is taking great care to devise work plans that adequately encapsulate the expansive mandate of this component from the outset.

**Staffing and Deployment.** Additional staff members, both expatriate and local, joined the AD component this week. The component now has representatives responsible for building and maintaining relationships with groups of ministries (including their provincial offices) as well as the foundations for teams of experts in the targeted fields of improvement such as service delivery, procurement, and project management. Four expatriate advisors have now deployed, with the rest of the team scheduled for coming weeks. Over 45 local staff members have been hired or are in the hiring process for the component.

**Ministerial and Provincial Engagement.** In preparation for introducing the project to the ministries and governors' offices, USAID/Tarabot advisors began assembling and “packaging” the technical assistance offerings. Technical assistance will be offered in the fields of service delivery, fiscal management, procurement, automation, and process analysis.

**Facilities.** The AD component office facilities are nearly complete. In order to accommodate surging numbers of local and expatriate staff, it was necessary to make maximum use of available space through renovation, remodeling, and the introduction of cubicles.

## Administration

**Hiring Guidelines.** Recruiting and contracting guidelines were clarified during discussions between MSI home office representatives and the USAID CO. These clarifications were shared with Tarabot management, including the program component leaders.

**Locally Hired Staff.** The number of completed applications for local staff is 58; with another 22 in process.

**Expatriate Staff.** 12 expats are now deployed and operational in the compound. The SPOT system is fixed. Twelve additional advisors are scheduled to deploy over the next three weeks.

**Badges.** We secured approval from the US military for sponsorship of USFI badges for *Tarabot* and Sallyport PSDs. This will facilitate entry of Tarabot vehicles and personnel onto the few remaining military bases for APO, medical emergency, and other purposes. IZ badges and CAC applications are proceeding.

**Facilities.** Completed renovation and preparation of office space to accommodate Administrative Decentralization and Policy Units. Initiated construction of a small auxiliary office space on Hammurabi House property. Explored new property for possible expansion, including possible space for the anticipated Education activity.

**Vehicles.** Attempts to extract our armored vehicles from customs are still entangled in bureaucracy. The Department of State attaché responsible for Iraq Airport and Transportation issues is assisting. He reports that he is currently awaiting a signature from a DOD employee currently on vacation in the US.

**Finance.** A new account has been opened at Baghdad Bank for Tarabot transactions. Also the monthly field expense report sent to HQ on August 15<sup>th</sup>.

**Legal.** All required documentation has been collected to renew CPA and lawyer contracts. Documents are being sent to HQ to process.

**Regional and Provincial Offices.**

- Transfer of the four Tatweer Regional Centers at Anbar, Babil, Basra and Kirkuk to the GOI hosts is complete with documents signed by appropriate Directors General.
- Discussion with the Directors General (MoA, MoO) of these same Regional Centers regarding using them for Tarabot is ongoing.
- Tarabot's Engineer will visit Babil, Basra and Kirkuk in the coming weeks to confirm suitability of these regional centers to each host up to 16 Tarabot employees.
- Planning is under way regarding the internal communication process between the provincial and regional offices and headquarters. Authorizations are also being prepared for the Managers of the Regional Offices to oversee administrative activities and sign timesheets and expense reports.
- Staffing of Tarabot Hubs started, with the Regional managers in place in Hilla, Basrah, and Kirkuk. The Baghdad based regional manager is selected and will join the project next month.
- Identification of offices in provinces, other than those with the regional hubs, is ongoing.