



Shared Prosperity Dignified Life



Distr.
LIMITED
E/ESCWA/CL1.CCS/2024/WG.12/L.1
25 June 2024
ORIGINAL: ENGLISH

Economic and Social Commission for Western Asia (ESCWA)

Workshop Series on Capacity Building for Developing Fundable Biodiversity Projects
Beirut, 24-25 July 2024

Agenda

Wednesday, 24 July 2024

Registration is available through the following link:
<https://zoom.us/meeting/register/tJIqcOmuqTkoGtO6dr6EjkMDb1fkyNvPy27a>

Opening Session

Trainers: Mr. Bassel Daher, Consultant, United Nations Economic and Social Commission for Western Asia (ESCWA), Research Scientist, Texas A&M University

Assisted by guest co-trainers: Ms. Rewa Assi, International Water Resources Association and Mr. Kostas Pappas, Texas A&M University

- 11:00 – 11:15
- Opening and welcome
 - Overview of the objectives and agenda for Module 3
 - Two rounds of speed networking (5 minutes each)

Session 1 Principles of Project Budgeting

- 11:15 – 11:30 Principles of project budgeting
- *Definition of project budget and components (personnel, materials, equipment, travel, etc.)*
 - *Importance of realistic, transparent, and accountable budgeting*
 - *Common budgeting mistakes and how to avoid them (underestimating costs, neglecting overheads, overlooking contingencies)*
- 11:30 – 11:50 Exercise 1:
- *Group brainstorming and listing all potential budget items for a common problem scenario.*
- 11:50 – 12:05 Group discussion
- 12:05 – 12:10 Break

Session 2 Effective Resource Allocation and Budget Disbursement Schedules

- 12:10 – 12:20 Allocating resources effectively and efficiently through Results-Based Budgeting (RBB)
- *Results-Based Budgeting concept and focus on linking resources to expected outcomes.*
 - *Developing clear, measurable objectives and activities for the project.*
 - *Allocating resources based on the expected impact of each project activity.*
- 12:20 – 12:30 Integrating budget with work plans & disbursement schedules
- *The importance of synchronized work plans and budget disbursement schedules.*
 - *Linking project activities with their budget line items.*
 - *Developing a timeline for project expenditures considering milestones, deliverables, and resource needs at different stages.*
- 12:30 – 12:40 Visual tool
- *A visual representation of a work plan with a linked budget and disbursement schedule showing how activities, timelines, and costs are connected.*
- 12:40 – 13:00 Exercise 2:
- *Developing a simplified work plan with key activities, and corresponding budget allocations.*
- 13:00 – 13:25 Group discussion
- *Group findings*
 - *Challenges of integrating work plans and budgets at different project scales (Small-Scale Community projects, Medium-Scale Regional Initiatives, Large-Scale National or International Projects) and how to ensure efficient disbursement of funds.*

Closing

- 13:25 – 13:30 • Wrap up and key messages
- Final questions
 - Next steps

End of Module 3

Thursday, 25 July 2024

Opening Session

- Trainers: Mr. Bassel Daher, Consultant, United Nations Economic and Social Commission for Western Asia (ESCWA), Research Scientist, Texas A&M University
- Assisted by guest co-trainers: Ms. Rewa Assi, International Water Resources Association and Mr. Kostas Pappas, Texas A&M University
- 11:00 – 11:15 • Opening and welcome
- Overview of the objectives and agenda for Module 4
 - Two rounds of speed networking (5 minutes each)

Session 1	Risk Identification and Management
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- 11:15 – 11:30 Identifying and managing risks:
- *Definition of risk, its components, and differentiation from uncertainty.*
 - *The five steps of a risk management process.*
 - *PESTLE and Stakeholder Analysis: tools for identifying potential project risks.*
 - *Methods for assessing probability and impact*
 - *Different risk mitigation strategies.*
 - *Risk scoring matrix: a tool for visualizing and prioritizing risks.*

- 11:30 – 11:50 Exercise 1: Risk management in action
- *Brainstorming potential risks specific to the construction of a large-scale offshore windfarm in an Arab country.*
 - *Working in one group, identifying and categorizing risks, assessing probability and impact, and developing mitigation strategies.*

11:50 – 12:05 Group discussion

12:05 – 12:10 Break

Session 2	Monitoring and Evaluation Mechanisms and Key Performance Indicators
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- 12:10 – 12:25 Formulating effective monitoring and evaluation mechanisms:
- *Definition, objectives, and constituent elements of monitoring.*
 - *Role of monitoring in tracking progress, identifying problems, and adapting the project.*
 - *Definition of evaluation, efficiency and effectiveness.*
 - *Impact and performance evaluations, and the importance of counterfactuals and cause-and-effect analysis.*
 - *Building an M&E plan: charting course, choosing indicators, selecting tools, mapping the journey, and sharing findings.*

- 12:25 – 12:40 Identifying appropriate key performance indicators (KPIs) to assess project
- *Definition of KPIs and their importance in assessing project progress and success.*
 - *Aligning KPIs with project goals, focusing on measurable outcomes, considering context and specificity, and involving stakeholders.*
 - *Using SMART criteria when crafting KPIs.*

- 12:40 – 12:55 Exercise 2:
- *Building monitoring & evaluation mechanisms and selecting KPIs*

12:55 – 13:10 Group discussion

- 13:10 – 13:25 Proposing a reporting framework
- *The two-tier reporting framework: progress reports (quarterly) and annual reports.*
 - *Key elements of each report type.*

Closing

- 13:25 – 13:30
- Wrap up and key messages
 - Final questions
 - Next steps

End of Module 4
