

Monthly Report

Consultant – Programme Management Officer (ACS)

Name: Akrem Abdusemed

Reporting Period: 22 September 2025 – 22 March 2026

Date of engagement: September 22, 2025

1. Background

Since 22 September 2025, I have been engaged as a consultant providing Programme Management support to the African Centre for Statistics (ACS), with specific oversight responsibilities for the EAC–World Bank (EAC-WB) Project.

The consultancy supports divisional programme performance monitoring, coordination, reporting, resource mobilization, and strengthening of internal documentation and knowledge management systems across ACS. This role also involves facilitating cross-sectional collaboration, improving reporting consistency, and ensuring alignment with corporate planning and reporting requirements.

2. Objectives

The core objectives of the consultancy are to:

- Strengthen programme performance monitoring and evaluation within ACS by supporting the development and use of structured tracking tools and reporting frameworks.
- Ensure effective implementation and coordination of the EAC–WB Project through operational oversight, stakeholder engagement, and follow-up on deliverables and verification processes.
- Support resource mobilization through the development, consolidation, and submission of concept notes and funding proposals across multiple frameworks.
- Enhance reporting systems and document repository management by improving data consolidation processes, standardizing documentation, and strengthening accessibility of records.
- Ensure responsiveness to Sections, the Office of the Director (ACS), ODES, and SPORD by coordinating inputs, aligning reporting requirements, and facilitating timely delivery of requested information.

3. Ultimate Results of the Services

The expected and ongoing results of the consultancy include:

- Improved programme performance monitoring and evaluation mechanisms across the Division through the introduction and maintenance of deliverables tracking matrices, performance dashboards, and structured reporting processes.
- Effective operational coordination and implementation of the EAC–WB Project, including successful management of verification missions, disbursement facilitation, and reporting to relevant stakeholders.

- Strengthened resource mobilization through the preparation and consolidation of proposals under DA Tranche 19, RPTC, GCF, GSARS, and Data Education frameworks, contributing to increased funding opportunities.
- Enhanced reporting systems and a strengthened internal document repository aligned with SPORD requirements, ensuring improved organization, traceability, and accessibility of key documents.
- Improved responsiveness to corporate reporting and oversight requests from ODES and SPORD through regular reporting cycles, consolidated inputs, and structured communication channels.
- Strengthened coordination of sectional and divisional planning and reporting processes, ensuring alignment between annual planning, quarterly reporting, and deliverable tracking mechanisms.

4. Key Achievements

4.1 Programme Management & Resource Mobilization

- I coordinated multiple resource mobilization initiatives, including the preparation and submission of DA Tranche 19 proposals, ensuring that documentation met required standards and incorporated feedback from relevant stakeholders.
- I supported the development of proposals under various funding frameworks such as GCF, Data Education, GSARS, and RPTC, contributing to diversification of funding sources for divisional activities.
- I contributed to the development of key strategic divisional documents, including the Resource Mobilization Strategy and Divisional Integration Framework, which aim to improve coherence and reduce operational silos within ACS.
- I consolidated and reviewed RPTC concept notes and reports, ensuring completeness, consistency, and alignment with organizational priorities before submission to SPORD.
- I coordinated Special RPTC requests for statutory and country-specific initiatives, ensuring timely submission and appropriate documentation of proposals such as those for Algeria and related events.
- I contributed to Integrated Country Plan (ICP) development processes for multiple countries, including Sierra Leone, Cabo Verde, Ethiopia, and Egypt, supporting alignment with UNSDFP requirements.
- I supported inter-agency collaboration efforts, including engagement with ECA-IGAD cooperation initiatives, and contributed to refining the Memorandum of Understanding (MoU) to enhance operationalization from a programme management perspective.
- I served as a focal point for programme planning, monitoring, evaluation, and reporting, coordinating inputs from sections and ensuring alignment with divisional and corporate requirements.
- I contributed to the completion of the 2023–2024 audit process by compiling and submitting required documentation and evidence, resulting in minimal audit observations and full compliance with requirements.

4.2 EAC–World Bank Project Oversight

- I managed operational coordination of the EAC–WB Project, including oversight of consultants, monitoring of deliverables, and facilitation of communication between stakeholders.
- I facilitated disbursement processes for participating countries, including Tanzania and Kenya, ensuring that verification procedures aligned with project requirements.
- I coordinated verification missions, including onsite missions to Tanzania and Kenya, as well as offsite verification for Rwanda, ensuring that all activities were conducted in accordance with project protocols.
- I prepared detailed verification reports and presentations following each mission, which were shared with National Statistical Offices (NSOs) and the East African Community (EAC) Secretariat for review and follow-up.
- I successfully supported the closure of verification windows in July, October 2025 for Kenya and Tanzania, and January 2026 for Rwanda, by ensuring that all required documentation and validations were completed and submitted on time.
- I maintained continuous communication with stakeholders regarding Disbursement Linked Indicators (DLIs) and upcoming verification cycles, ensuring preparedness for subsequent reporting periods. The required project monitoring sheet and DLI tracking sheets are developed in Excel and pertinent document repository folders are create in SharePoint and ACS docs.
- I submitted Annual Project Progress report for the project, covering the period of year 2 (June 2025 to March 2026)

4.3 Planning, Monitoring & Reporting

- I coordinated divisional planning exercises, including the development, consolidation, and refinement of the 2026 Annual Business Plan (ABP), ensuring alignment with the newly adopted ACS structure.
- I supported the preparation and submission of the 2027 Programme Planning and Budgeting (PPB), including the incorporation of feedback from PPD-NY and internal stakeholders.
- I collected and consolidated inputs from multiple sections for annual and quarterly reporting cycles, ensuring completeness and consistency of submissions.
- I compiled quarterly and annual performance reports, including Q4 2025 progress reports, annual narrative reports, and presentation materials used for internal and external briefings. I successfully defended the presentation of evidence of ACS for 2025 performance, with no lingering issues identified. SPORD has acknowledge the work of evidence for each deliverable and the way the report is organized in the reporting system.

- I coordinated weekly divisional updates to ODES over multiple reporting cycles, ensuring continuous communication and visibility of divisional activities. A total of 26 weekly reports has been submitted to the ODES, covering the main areas of ACS performance in 2025 and 2026
- I supported the coordination of Quarterly Ambassadors' Briefings and APRM reporting processes by organizing inputs, consolidating materials, and preparing briefing documents. Two sets of reports have been submitted with quality and timely manner to the OES, on behalf of ACS.
- I developed and maintained performance tracking systems, including deliverables matrices and Result Area monitoring tools, which improved the ability to track progress against planned outputs.
- I ensured that all reporting deliverables were supported with appropriate evidence, particularly for the 2025 performance cycle, where full documentation was submitted in compliance with SPORD requirements and received positive acknowledgment.

4.4 Reporting & Knowledge Management

- I strengthened internal reporting systems by improving processes for consolidating inputs, standardizing reporting templates, and ensuring consistency across sections.
- I reorganized and enhanced the divisional SharePoint repository in alignment with SPORD requirements, improving document classification, accessibility, and traceability.
- I established and populated a structured document repository containing mission reports, project documents, planning materials, and correspondence from Member States, ensuring centralized access to critical information.
- I improved documentation workflows across sections by supporting coordination between teams and ensuring timely submission and storage of relevant documents.
- I supported SPORD-led documentation exercises by organizing historical and current records, including Member State request letters and associated documentation lists.
- I supported the operationalization of the ECA Footprint Atlas by coordinating the collection and input of ACS activities at the country level, contributing to improved visibility of divisional work.

5. Issues & Challenges

- The submission of inputs from sections has often been slow, fragmented, or incomplete, which has affected the timely consolidation of reports and required repeated follow-ups.
- There is limited institutional recognition of programme coordination and performance management functions, despite their critical cross-cutting role in ensuring effective divisional operations.
- The workload has been consistently high due to the simultaneous management of reporting cycles, planning processes, verification missions, resource mobilization activities, and operational coordination tasks.

- Delays in receiving feedback during planning and ICP development processes have affected timelines and required adjustments in coordination efforts.
- Coordination across multiple stakeholders, both internal and external, has presented challenges in aligning expectations, timelines, and deliverables.

6. References to Work Completed

- DA Tranche 19 and other project proposals and revisions submitted
 - [DA 19](#)
- RPTC concept notes and reports across multiple cycles
 - [2025 RPTC](#)
 - [2026 RPTC CN](#)
- GCF, GSARS, and Data Education funding proposals
 - [New Concept Papers and Proposal](#)
- Integrated Country Plans (ICP) contributions for multiple Member States
 - [SPORD Request](#)
- 2026 Annual Business Plan (final and revised versions)
 - [2026 ABP SP4-ACS Final -SPORD.xlsx](#)
- 2025 Annual Section Plan (Draft)
 - [2026 ACS Section Plan All Final SPORD Frieda Comment rev.xlsx](#)
- 2027 PPB planning documentation and feedback incorporation
 - [ECA SP4_rvPPBD 170326.docx](#)
- Q4 2025 and Annual Progress Reports and presentations
 - [SP4-ACS_Q4 2025 APPRM Narrative Report1.docx](#)
 - [SP4_ACS_Q4 APPRM_PPT SPORD Final.pptx](#)
 - [SP4_ACS_Q4_IoA & Deliverable Matrix Final.xlsx](#)
 - [APPRM](#)
- Weekly ODES updates submitted across reporting cycles
 - [Weekly Division Update](#)
 - [Weekly Update](#)
- EAC-WB verification mission reports for Tanzania, Kenya, and Rwanda
 - [EAC -WB](#)
- Deliverables tracking matrices and performance dashboards

- [SP4_ACS_Q4_IoA & Deliverable Matrix Final.xlsx](#)
- Divisional SharePoint repository restructuring and document repository population
 - [ACS- Programme Management](#)
- Audit evidence documentation supporting 2023–2024 audit completion
 - [Auditors' Doc](#)
- Quarterly Ambassadors’ Briefings and APRM coordination outputs
 - [Ambassadors Briefing](#)
- Uploaded Members States Request information and other supporting documents on SharePoint and ACS docs
 - [2025 Member States Request](#)
 - [ACS Docs. Central. Accessible. | African Centre for Statistics Digital Repository](#)

7. Key Milestones Achieved

- Successful consolidation of divisional planning frameworks across multiple reporting cycles.
- Submission and advancement of key resource mobilization proposals under DA Tranche 19 and RPTC frameworks.
- Effective coordination and completion of EAC–WB verification missions and reporting processes.
- Establishment of improved document management systems, including SharePoint restructuring and centralized repository development.
- Full compliance with audit documentation requirements and successful completion of audit processes with minimal observations.
- Strengthened coordination between sections and improved alignment of reporting, planning, and deliverable tracking mechanisms.

8. Next Steps / Forward Plan

- Follow up on funding decisions related to DA Tranche 19 and RPTC proposals and engage relevant stakeholders for updates.
- Finalize and further refine the divisional Resource Mobilization Strategy and other strategic internal documents.
- Strengthen the timeliness, completeness, and quality of inputs submitted by sections for reporting and planning purposes.
- Enhance divisional performance dashboards and result tracking tools to improve real-time monitoring of deliverables.
- Continue oversight and coordination of the EAC–WB Project, including preparation for upcoming verification cycles and stakeholder requests.

- Finalize and operationalize the 2026 Annual Business Plan in alignment with ACS restructuring and SPORD guidance.
- Coordinate Q1 2026 APRM reporting and ensure timely submission of required inputs and documentation.
- Produce a synthesized report on ACS country footprints and support updates to the ECA Footprint Atlas.
- Continue strengthening the document repository system and knowledge management practices across the Division.
- Finalize internal strategic documents in consultation with the ACS Director and staff, ensuring alignment with divisional priorities.
- Support Integrated Country Plan (ICP) processes and related UNSDFP contributions as required.