

## **REPORT ON ADF REGION #2 SCOPING MISSIONS**

**DURATION – 8<sup>TH</sup> TO 13<sup>TH</sup> MARCH 2015**

### **VILLAGES VISITED AND PROJECTS DECIDED UPON**

- AKAWINI – VILLAGE SHOP
- WAKAPOA – REVIVAL OF COFFEE PRODUCTION AND SALES
- ST MONICA – FURNITURE MAKING
- KABAKABURI – PEANUT FARM

### **OBSERVATIONS**

#### **LOGISTICS**

- ADF needs to work on reducing errors on logistical arrangements and material.
- Budget and itinerary details should correspond. The actual budget needs to be improved, with more attention being paid to properly researching all costs that may be incurred.
- There was too much down time which was a direct result of poor planning.
- Accommodations and travel arrangements seem not to have been properly planned out.
- Team size and members should be properly decided upon.
- There were no Technical Personnel on the team and therefore uninformed decisions were likely made.
- The CDO was only present for one village.
- A lot of unnecessary money seems to have been spent on materials to be given to management team.
- Better attention should be paid to ensure spelling and grammatical errors are not present on the manuals and forms given to each CMT.

### **SCOPING MISSIONS/PUBLIC MEETINGS**

- Poor attendance at public meetings, residents claim that they were not aware or got too short notice. Not enough community participation in discussions and decision making. More information should have been given to Toshias and further passed on to villagers. This may have potentially increased attendance. Further the Information on the meetings seemed not to be filtering down to the young adults.
- The public meetings lacked direction. Proper planning for meetings was a major deficiency at each village. A lot of time at each meeting was spent off topic.
- Toshias should have been properly made aware of the purpose of the meeting to that they could have brought all necessary materials to the meeting for prompt decision making, especially given the tight timeline for each mission.
- Villages were sometimes still undecided as to what project the CDP funds would be used for.
- Better efforts need to be made to ensure all information is being received. Too many unfamiliar words that not all residents may have understood given their limited formal education.
- Communities should have been better informed of the purpose of the public meeting so that a consensus could have been made prior to scoping missions to reduce time.

- The scoping missions lacked proper planning and poor time management.

## **TRAINING SESSIONS**

- More research should have been done to find user friendly definitions for the terms highlighted in the Manual. As it became highly evident that the information was not relayed in a language that seemed fit for the villagers to understand.
- More emphasis should have been given to the importance of each section of the manual and each financial form.
- Work plan and Gantt chart were not properly explained. More time should have been spent on all aspects of using and creating each.
- Cash Book not sufficiently explained.
- Evaluation questions were ineffective and contrary to the actual responses from the residents and members from the CMT when asked by the UNDP representative.

## **MINISTRY OF AMERINDIAN AFFAIRS PERSONNEL**

- The roles of each team member should have been better defined and organized.
- There was no need for two different persons to carry out each half day session.
- Project Manager needs to temper his words as they came across disgruntled and complaining when mentioning UNDP and the ADF Budget. His actions lead to a constant disregard for the UNDP representative's presence, purpose and input.
- Project Manager is uncertain of the roles of each member of the scoping mission.
- With reference to reporting, the Project Manager for the ADF PMU of Ministry of Amerindian Affairs had to be informed that the UNDP representative cannot take notes or contribute to their report that has to be given to UNDP at the end of each mission, since that poses a conflict of interest.
- The Ministry of Amerindian Affairs Team Members did not liaise/communicate with the UNDP Representative in a manner befitting the professional settings. No information was given to UNDP's representative about any changes in logistics or itinerary. Decisions were made without the UNDP's Representative's knowledge.
- The Project Manager's reluctance to work with the UNDP Representative is very obvious and potentially damaging to the project.

## **RECOMMENDATIONS AND CONCLUSIONS**

It is my opinion that these scoping missions should have had a lot more planning and preparation before implementing and completing. The ADF PMU needs to review project documents for the outcomes required and their roles in the implementation of these outcomes and adjust their thinking to reduce the ad-hoc manner in which these scoping missions are being carried out in an effort to encourage a more efficient scoping mission. The lack of direction with which the days' activities seemed to move contributed to the minimal level of involvement and comprehension from the villagers.

It is also my opinion that these scoping missions should have been two days for each village rather than one. As was evident at all the villages, the public meetings extended past its scheduled time thus pushing the training back and leaving less time for the training sessions to be completed.

In an effort to save time, deliver successfully and thoroughly a proper CDP Scoping Mission and Training, the ADF team should have created an illustrated example of a company and all relevant documentation to explain what the CMT needs to do from a business management perspective. A second option would have been to create a template and have the villagers/Toshao/Village Councillors at their community Meetings complete that beforehand to ensure that the scoping mission time be spent efficiently.

Further the training sessions should have had a bit more details on the accounting/ financial aspects for running a business in an effort to further emphasis accountability and how that can be achieved. Too little time was spent on explaining the key things required from the CMT e.g. Gantt chart, Cash Book, Narrative Form and Financial Form.

Report Done By:

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