

Support to Metcalfe Project



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ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	January – December 2012		
Project number and title:	00080723 Support to Metcalfe Project		
Project Duration:	November 2011- September 2012		
Donors:	USAID		
Implementing Partner:	Department of Correctional Services		
Responsible Parties:			
Overall Project Coordinator:	Mabel Morris		
Initial Approved Budget:	US\$ 350,000.00	Revised Approved Budget:	US\$
Total annual advance:	US\$202,304.09	Total annual expenditure:	US\$195,931.30
Annual Delivery:	60.20%		



Setting up of Music Room



Musical Instruments



Layer Facility



Farm

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EXECUTIVE SUMMARY

A number of activities were undertaken throughout the year. These included life skills training, educational programmes, farming and sports activities, as well as medical health screening and treatment. Despite the challenges experienced, these activities realized several benefits, which will ultimately contribute to the rehabilitation and eventual reintegration of the wards.

The life skills programme focused on areas such as building of self esteem and self confidence, decision making, interpersonal relationship and communication skills. These activities equipped the wards with skills needed to interact with others as they prepare for later integration into the wider society.

Great progress has been made in the area of farming, despite the limited space. The cultivation of vegetables and bananas has contributed to the development of the wards in several ways. Not only has it supplemented their dietary needs, but it has also empowered them with attitude and skills that will help them when they are reintegrated into society. Similar benefits are being achieved from the layer unit which presently has one hundred and twenty birds, producing an average of one hundred and ten eggs daily. Eggs produced are provided to the institution kitchen to supplement the meals for the wards. The surplus eggs are sold and to date a total of one hundred and sixty-nine thousand two hundred and twenty-three dollars (\$169,223.00) has been realized from the sale of eggs.

Through the medical services offered, wards have access to basic general medical examination and treatment. The employment of additional psychologists has resulted in a greater number of wards being able to access psychological assessment and counseling. The counseling and psychological services offered have resulted in a reduction in the number of disruptive incidents among the wards.

Access to and involvement in recreational activities are deemed critical to the rehabilitation of the wards as these will assist them in developing good sportsmanship as well as socialization skills. Wards were involved in several recreational activities, including, cricket, table tennis, and football. A number of sport items, including jerseys and shorts, were purchased for them and they participated in inter-dorm football competitions. The purchasing of the shorts and jerseys enabled them to be attired in their house colours, during the competitions.

Another main activity was the setting up of a music room. A number of musical items, including guitars, drums and keyboards were purchased and wards were exposed to music lessons in the playing of the keyboard and the drums.

While there were major achievements, several challenges were faced during the period. The project got off to a late start, in April and in the month of May the then project manager resigned. Consequently a new project manager was contracted but this was not done until mid June. This resulted in a delay in the programme's activities.

Challenges were also encountered in sourcing some goods. There were times when invoices were secured and cheques drawn for items, but these items were not readily available from local suppliers. Some goods had to be imported since they were not available in the island, resulting in delays in getting them. One example is the purchasing of additional equipment for the Dental Lab. Though the cheque was drawn for these items in the third quarter, they only became available in the fourth quarter.

In light of the noted benefits of the project in the various areas it is essential to ensure sustainability. The foundation has been laid for the continuation of the farming activities, life skills programmes through proposed training in conflict resolution management for staff members and the recreational and educational activities. To build on those benefits in relation to the medical area, it is planned that the Department of Correctional Services will seek to employ a full time nurse and at least one psychologist even after the termination of the project.

I. FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2012						
Donor	Total Budget (US\$)	Programmable Budget (US\$)	UNDP Direct Payment/Reimbursements	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure
	A	B	C	D	E	F= B-(C+E)
USAID	350,000.00	325,500.00	0.00	202,304.09	195,931.30	129,568.70
TOTAL	350,000.00	325,000.00	0.00	202,304.09	195,931.30	129,568.70

Total budget for 2012 was US\$350,000.00 while the programmable budget was US\$ 325,500.00. A first advance of US\$179,825.35 was made in April and a second one of US\$22,480.74 made in December, bringing the total to US\$202,304.09. Total expenditure for all three quarters amounts to \$ 195,931.30.

{Narrative and graphics (ex. Charts, graphs) may be included here}

II. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p>Output 1 Vulnerable and out of school adolescents and young people, particularly boys, equipped with life long learning livelihood skills and increase access to work opportunity.</p> <p>Baseline</p> <ul style="list-style-type: none"> Inadequate educational materials equipment software or learning aids available for use by remandees at Metcalfe No income generation /skills training equipment available for remandee rehabilitation programme in place at Metcalfe. <p>Targets:</p> <ul style="list-style-type: none"> Fully equipped and operated lab Fully equipped and operational sick bay. Two teams worth of equipment in selected 	<p>Project Management</p> <ol style="list-style-type: none"> 1. Recruitment and contracting of project team 2. Project administration and support staff. 	<p>\$18,000.00</p> <p>\$4,500.00</p>	<p>\$19,257.93</p> <p>\$194.14</p>	<p>Management coordination and implementation of project activities including educational training, sustainable farming, sports, medical and life skills programmes.</p>	<p>Wards are being equipped with life long leaning through access to reading and computer programmes geared towards developing literacy skills. The exposure to farming activities and chicken rearing skills has contributed to the development of the wards in relation to empowering them with skills that will help them when they are reintegrated into society.</p>
	<p>Educational material and programme utilized by the remandees at Metcalfe Street.</p> <ol style="list-style-type: none"> 1. Acquisition of educational and library material and music equipment 	<p>\$45,000.00</p>	<p>\$ 29,849.79</p>	<p>The acquisition of educational software has resulted in 120 wards being exposed to computer programmes, library skills and various activities to improve literacy.</p> <p>Sound proof music room completed. 30 wards trained in the use of musical instruments such as key board, guitar and drum.</p>	<p>They are exposed to the playing of musical instruments and are involved in various sporting activities, aimed at developing good sportsmanship and socialization skills. There is evidence that the psychological services offered to the wards have contributed positively to their overall attitude and behavior.</p>
	<p>Remandees able to access sports and recreational activities.</p> <ol style="list-style-type: none"> 1. Acquisition of sports and recreational equipment. 	<p>\$3,000.00</p>	<p>\$5,058.65</p>	<p>120 wards actively participated in games such as football, cricket and table tennis.</p>	<p>The display of positive attitude and behaviour, coupled with the other lifelong skills to which they are exposed should ultimately increase their access to work opportunities upon their reintegration into the society.</p>
	<p>Medical health screening and treatment service available.</p> <ol style="list-style-type: none"> 1. Short term support for psychiatrist and nursing personnel. 2. Acquisition of medical health screening and treatment equipment. 	<p>\$75,000.00</p>	<p>\$85,653.68</p>	<p>140 wards received psychological assessment and counselling on family issues, conflict resolution, substance misuse, depression and stress related matters.</p> <p>105 wards received basic medical examination and treatment.</p>	

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p>sports.</p> <ul style="list-style-type: none"> Full access to agricultural and vocational equipment by all remandees on a scheduled basis. <p>Indicators:</p> <ul style="list-style-type: none"> # of computer labs # of sick bays # of fully equipped sports teams % of youths with access to agricultural and vocational equipment for training. 	<p>Life skills programme in place and utilized.</p> <ol style="list-style-type: none"> Coordination of life skills programme Administration of life skills programme 	\$90,000.00	\$39,037.86	140 wards received training in decision making, interpersonal communication, building positive self esteem and relationships as well as grooming and deportment	
	Sustainable remandee operated farm at Metcalfe facility	\$30,000.00	\$16,879.25	<p>Layer facility built and equipped with 120 laying birds, producing an average of 110 eggs per day.</p> <p>20 wards learned chicken rearing skills which they can adopt on their reintegration into the society.</p> <p>40 wards were exposed to cash crop farming, mainly vegetables</p>	
	Remandees able to utilize conflict resolution and communication skills	\$55,000.00	\$0.00	---- ----	
	Financial Audit of Project	\$5,000.00	\$0.00	Project has not yet been audited	
TOTAL		\$325,500.00	\$195,931.30		

III. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
Ministry of Health	Provides support through health care services from Comprehensive clinics and hospitals. Cases that cannot be treated by the health personnel at Metcalfe Street are usually referred to these facilities.
Food for the Poor	Having visited the institution and observed the programmes in place, Food for the Poor has offered assistance by providing sport gear and agricultural supplies.
SUSTAINABILITY	
<p>The Department of Corrections has been an integral part of the planning, implementation and monitoring of the programme. Through collaboration with the UNDP, it has sought to provide quality assurance as well as to ensure sustainability of aspects of the programme. The quarterly reports, for example, serve to monitor as well as to assess the success of the programme. The returns from the sale of eggs will provide some financial support for the programme and therefore contribute to its sustainability.</p> <p>The alliances formed with health care providers and community organizations, such as Food for the Poor are all critical in ensuring sustainability. The services of the hospitals and clinics will be needed even after the project has ended, and the relationship formed presently, will ensure this is available. Food for the Poor is committed to community and welfare service and is a potential source for farming equipment, stationery, books and other educational materials.</p> <p>The services provided by Life Skills Management Services have equipped the wards with meaningful Life skill training which will prepare them for their reintegration into the society. As a result they will be better able to make more rational decision and make more meaningful contribution to society. To ensure sustainability, staff members will be trained in Conflict Resolution Management so that even after the termination of the programme the service will be available to the wards.</p>	

Annex I Combined Delivery Report

ASSET INVENTORY

Project Title: Support to Metcalfe Project
Award Number: 00063837
Project Number: 00080723
Date of Report: January 9, 2013



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Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
	JAM10	B0512	Vehicle	None							
Asset Profile 2 - Furniture											
R900B	JAM10	B0512	Furniture or Fixture	Runic Outdoor/Indoor table tennis board	1	MSJF. Hannah Town Kgn. 14		18-Sep-12	\$62,999.00	DCS	
None	JAM10	B0512	Furniture or Fixture	UMF revolving stool A/spring 5 castor adjustable	2	MSJF. Hannah Town Kgn. 14		11-Sep-12	\$59,172.76	DCS	
Asset Profile 3 - Electrical											
PSP k2302475	JAM10	B0512	Electrical Equip. or Computer	Epson LCD projector100-240v 50/60hz 2.9-1.3a	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$61,837.00	DCS	
PSP K2302422	JAM10	B0512	Electrical Equip. or Computer	Epson LCD projecto100-240v 50/60hz 2.9-1.3a	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$61,837.00	DCS	
SCNG9B4WBIT	JAM10	B0512	Electrical Equip. or Computer	HP laserfet M1522N faxmachine and copier	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$45,634.00	DCS	
None	JAM10	B0512	Electrical Equip. or Computer	Sbyn 2x450w power AMPS	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$49,500.00	DCS	
1000017395	JAM10	B0512	Electrical Equip. or Computer	Inverter tropicool minisplit Air condioner	1	MSJF. Hannah Town Kgn. 14		27-Nov-12	\$97,850.00	DCS	
None	JAM10	B0512	Electrical Equip. or Computer	Welch allyn 3.5v wall transformer	1	MSJF. Hannah Town Kgn. 14		3-Sep-12	\$59,679.04	DCS	
Asset Profile 4 - Heavy Machinery											
2011103150	JAM10	B0512	Heavy Equip. or Generator	Kavo Klinique Complete dental operator	1	MSJF. Hannah Town Kgn. 14		6-Jun-12	\$930,000.00	DCS	
None	JAM10	B0512	Heavy Equip. or Generator	PDP Z5 Drum set	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$45,000.00	DCS	
11BX0012	JAM10	B0512	Heavy Equip. or Generator	Mocom Exacta S Automatic Autoclave	1	MSJF. Hannah Town Kgn. 14		11-Sep-12	\$350,000.00	DCS	
Asset Profile 5 - Non Capitalized Items											

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None	JAM10	B0512	Other (less than \$500)	DMI wheelchair with removable desk arm-swing away	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$25,500.00	DCS	
None	JAM10	B0512	Other (less than \$500)	DMI wheelchair with removable desk arm-swing away	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$25,500.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Jamaica Hospital Supplies-examination table	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$29,500.00	DCS	
12n226928	JAM10	B0512	Other (less than \$500)	Ferno pole stretcher 81 fold lengthwise	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$41,998.00	DCS	
None	JAM10	B0512	Other (less than \$500)	3 section W/casters, vinyl panel	2	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$70,680.00	DCS	
R303B	JAM10	B0512	Other (less than \$500)	Runic Indoor table tennis board	1	MSJF. Hannah Town Kgn. 14		18-Sep-12	\$32,999.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Godrej InterioStationery 6 Ft cupboard	1	MSJF. Hannah Town Kgn. 14		4-Oct-12	\$28,000.00	DCS	
YBRZ02289	JAM10	B0512	Other (less than \$500)	Yamaha digital keyboard E423	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$35,900.00	DCS	
YBRZ02291	JAM10	B0512	Other (less than \$500)	Yamaha digital keyboard E423	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$35,900.00	DCS	
BP8-5FR	JAM10	B0512	Other (less than \$500)	General Rosh 8 cubic feet refrigerator	1	MSJF. Hannah Town Kgn. 14		23-Aug-12	\$33,472.10	DCS	
50513 106	JAM10	B0512	Other (less than \$500)	Nedix Econoneb Nebulizer 110v 50hz	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$27,500.00	DCS	
ROL-942	JAM10	B0512	Other (less than \$500)	electric guitar rollins	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$14,900.00	DCS	
PRE1112000530	JAM10	B0512	Other (less than \$500)	Premium digital microwave 120v/60hz	1	MSJF. Hannah Town Kgn. 14		23-Aug-12	\$6,862.66	DCS	
None	JAM10	B0512	Other (less than \$500)	RCA Portable CD/MP3 Player Radio	1	MSJF. Hannah Town Kgn. 14		23-Jul-12	\$5,000.00	DCS	

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None	JAM10	B0512	Other (less than \$500)	RCA Portable CD/MP3 Player Radio	1	MSJF. Hannah Town Kgn. 14		23-Jul-12	\$5,000.00	DCS	
None	JAM10	B0512	Other (less than \$500)	RCA Portable CD/MP3 Player Radio	1	MSJF. Hannah Town Kgn. 14		23-Jul-12	\$5,000.00	DCS	
None	JAM10	B0512	Other (less than \$500)	RCA Portable CD/MP3 Player Radio	1	MSJF. Hannah Town Kgn. 14		23-Jul-12	\$5,000.00	DCS	
FAC 4-18-110	JAM10	B0512	Other (less than \$500)	Prism exhaust ventilating 18" 110v 50/1	1	MSJF. Hannah Town Kgn. 14		16-Jul-12	\$11,295.00	DCS	
V6A3D5084738	JAM10	B0512	Other (less than \$500)	D-Link DRI-600 wireless home router	1	MSJF. Hannah Town Kgn. 14		24-Jun-12	\$2,467.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	

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None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Logitech z130 2.0 speaker	1	MSJF. Hannah Town Kgn. 14		14-Jun-12	\$3,268.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Sennheiser E815 SX vocal microphone	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$7,900.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Sennheiser E815 SX vocal microphone	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$7,900.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Sennheiser E815 SX vocal microphone	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$7,900.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Rhino 200g water tank	1	MSJF. Hannah Town Kgn. 14		12-Jul-12	\$7,256.00	DCS	

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4B1209P33590	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33537	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
\$B1209P33591	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36017	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36848	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36048	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36839	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33533	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33189	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33567	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36064	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36830	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36819	JAM10	BO512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36820	JAM10	BO512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P36831	JAM10	BO512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	

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4B1209P36840	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33556	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33600	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33698	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33789	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
4B1209P33703	JAM10	B0512	Other (less than \$500)	APS backups ES 550v	1	MSJF. Hannah Town Kgn. 14		7-Jun-12	\$5,765.00	DCS	
VA0002179	JAM10	B0512	Other (less than \$500)	Fellowes Callisto Laminator 12.5"	1	MSJF. Hannah Town Kgn. 14		6-Jul-12	\$13,711.00	DCS	
h19020000	JAM10	B0512	Other (less than \$500)	Welch allyn 3.5v throat illuminator	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$19,995.00	DCS	
H 190117200	JAM10	B0512	Other (less than \$500)	Welch allyn 3.5v coaxial-ophthalmoscope	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$31,305.00	DCS	
502-14350001	JAM10	B0512	Other (less than \$500)	DMI aluminium crutches adjustable 5'2"-5'10"	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$2,590.00	DCS	
502-14350024	JAM10	B0512	Other (less than \$500)	DMI aluminium crutches adjustable 5'10"-6'6"	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$3,500.00	DCS	
45-624060	JAM10	B0512	Other (less than \$500)	Mabis IV pole 4 casters and 2 prongs	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$6,014.00	DCS	
111Y49424	JAM10	B0512	Other (less than \$500)	Littman Classic II stethoscope 28 burgandy	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$10,495.00	DCS	
111Y49719	JAM10	B0512	Other (less than \$500)	Littman Classic II stethoscope 28 navy	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$10,495.00	DCS	
CR9231	JAM10	B0512	Other (less than \$500)	Baun desk model baumanometer with adult cuff	1	MSJF. Hannah Town Kgn. 14		4-Jun-12	\$22,632.00	DCS	

ASSET INVENTORY

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MKZE85	JAM10	B0512	Other (less than \$500)	Stringberg active base control electric guitar rollins	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$19,900.00	DCS	
HC555MA-10	JAM10	BO512	Other (less than \$500)	Headliner range congo drums	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$39,800.00	DCS	
1-7161-3	JAM10	B0512	Other (less than \$500)	Legeto trumpet	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$19,900.00	DCS	
HH 274	JAM10	B0512	Other (less than \$500)	Hi Hat stand	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$8,900.00	DCS	
CS 271	JAM10	B0512	Other (less than \$500)	Sonor Cymbal stand	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$5,900.00	DCS	
32012-BC	JAM10	B0512	Other (less than \$500)	Sabian B8 20' Ride Cymbal	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$12,900.00	DCS	
PWCH 3220A	JAM10	B0512	Other (less than \$500)	Pearl 32 bar wind chimes	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$13,900.00	DCS	
RT-0010-00	JAM10	B0512	Other (less than \$500)	Reno drum Pad	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$3,500.00	DCS	
PP-0320-PS	JAM10	B0512	Other (less than \$500)	Remo- pro-pack (12, 13, 14, 10) drum skin	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$6,900.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Remo rest head	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$3,900.00	DCS	
HSS-525	JAM10	B0512	Other (less than \$500)	Classical bass guitar bag	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$3,500.00	DCS	
HH 174	JAM10	B0512	Other (less than \$500)	Sonor hi hat stand	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$6,900.00	DCS	
ZBTCAP-9A	JAM10	B0512	Other (less than \$500)	Zildjian ZBT pro set (14,16,12,18) cymbals	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$35,000.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Smith 5 string bass set	2	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$7,800.00	DCS	
None	JAM10	B0512	Other (less than \$500)	Quicklok keyboard stand	2	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$5,800.00	DCS	

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PA-3C	JAM10	B0512	Other (less than \$500)	Yamaha AC power adaptor	2	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$3,990.00	DCS	
CLB-25A	JAM10	B0512	Other (less than \$500)	Stringberg ABBYS 5 string bass	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$28,500.00	DCS	
Q9730	JAM10	B0512	Other (less than \$500)	Electra Digital clock 110v 50hz	1	MSJF. Hannah Town Kgn. 14		19-Sep-12	\$13,516.75	DCS	
MMA4812B	JAM10	B0512	Other (less than \$500)	Everlast multi purpose stand	1	MSJF. Hannah Town Kgn. 14		17-Sep-12	\$24,999.00	DCS	
P-890	JAM10	B0512	Other (less than \$500)	Pearl hardware drum pedal	1	MSJF. Hannah Town Kgn. 14		10-Sep-12	\$7,900.00	DCS	
SH49007WB	JAM10	B0512	Other (less than \$500)	Everlast boxing heavy duty bag	1	MSJF. Hannah Town Kgn. 14		17-Sep-12	\$3,999.00	DCS	
EV2260	JAM10	B0512	Other (less than \$500)	Everlast 2260 boxing reflex bag	1	MSJF. Hannah Town Kgn. 14		17-Sep-12	\$12,499.00	DCS	
TOTAL									\$2,897,272.31		

Project Manager *R. Dawkins*
Date and Signature *10/01/2013*

Programme Officer
Date and Signature

Deputy Resident Representative
Date and Signature

Annex III Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Disruptive behaviour of wards	June 2012	Operational – potential disruption to programmes.	Behavioural unrest by wards could result in delay or stoppage of the programmes. Probability = 4 Impact = 4	Exposure to life skills and conflict resolution training. Proactive security measures to counter any unrest.	DCS	Superintendent	December 2012	<i>Reducing</i>
2.	Escape of wards from the institution	September 2012	Operational – security problem	Delay or stoppage of the programmes Probability = 4 Impact = 3	Strengthening of perimeter fencing.	DCS	Superintendent	October 2012	<i>Reducing</i>
3.	Disasters such as hurricane and heavy rain may cause damage to layer facility and music room.	June 2012	Environmental – damages	Damage to layer facility Probability = 2 Impact = 4 Damage to musical room and equipment Probability = 1 Impact = 2	Tarpaulin purchased to protect layer birds from wind/rain. Hurricane strap rafters. Major work done to roof of building to eliminate leakage. Entrances to doors raised to eliminate flooding.	DCS	Project Manager	October 2012	<i>Reducing</i>
4.	Theft of educational supplies and equipment	June 2012	Operational, Organizational	Wards could be denied access to educational supplies and other services. Probability = 4 Impact = 4	Proper inventory and accountability system in place.	DCS	Superintendent	November 2012	<i>Reducing</i>

Annex IV Issues Log

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Lack of Community involvement from immediate surrounding.	October 2012	Problem	As a result of the nature of the surrounding there is no immediate community involvement in the project. This sometimes leads to lack of cooperation from community members for example, withholding of vital information which could jeopardize security. Priority = 3	Sensitization of immediate community about the nature of the programmes and the potential benefits to the community and society at large.	DCS	Project Manager	December 2012	Pending
2.	Need for additional psychologists.	September 2012	Request for Change in requirement	The employment of additional psychologists has resulted in a greater number of wards being able to access psychological assessment and counseling. Priority = 3	Three additional psychologists were employed in September to December and one additional one from January to March.	DCS	Superintendent	December 2012	Solved
3.	Lack of adequate space for outdoor recreational activities.	June 2012	Problem	Resulted in damages to footballs on razor wire and loss of cricket balls which are frequently knocked over the wall into the community. Priority = 2	Applying greater constraints during the games.	DCS	Sport Instructor	December 2012	Pending

4.	Missing Items	October 2012	Problem	Wards are denied access to educational supplies and equipment as a result of missing items Priority = 4	Inventory and accountability systems in place	DCS	Superintendent	November 2012	Pending,
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Annex V Lessons Learnt

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Procurement Management	August 2012		Some items took a long time to be sourced despite the availability of invoices and drawn cheques. These were mainly those that were sourced from abroad.	Conduct research on the availability of such item and make contact with companies that may be able to source them.	Project Manager
2.	Quality Management	June 2012	Assurance was made to ensure that acceptable building material was procured.		Always plan quality standards and allowances into the project plan. This helps avoid delays and cost overruns.	Project Manager
3.	Human Resource	September 2012	The employment of additional psychologists has resulted in a reduction in the level of conflict and disruptive behaviour among the wards.		A greater number of wards were able to receive psychological counselling.	Superintendent
4.	Overspending	October 2012		Items were purchased above the required budget for some particular areas.	Request was made for budget realignment. Stick to required budget in each activity task in the future.	Project Manager
5.	Security of Items	September 2012		Lack of proper accountability system resulted in items being missing.	There should be regular inventory audits.	Project Manager

Project Management:	Prepared by: <u>Randolph Rowlands</u>	Date: <u>2/14/2013</u>
	Approved by: <u>[Signature]</u> COMMISSIONER OF CORRECTIONS DEPARTMENT OF CORRECTIONAL SERVICES	Date: <u>02 APRIL 2013</u>

UNDP Resource Persons:	Machel Stewart, Programme Advisor – Poverty Keesha Raymond, Programme Analyst – Poverty
Accepted by:	<u>[Signature]</u> Date: <u>APRIL 10, 2013</u>