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## QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	January 1 – March 31, 2012		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration in National Development Strategies		
Project Duration:	May 1, 2011 – March 31, 2013		
Implementing Partner:	Planning Institute of Jamaica		
Responsible Parties:			
Overall Project Coordinator:	Mr. Easton Williams		
Date:	April 4, 2012		
Current year Approved Budget:	US\$115,840		
Current quarter advance:	US\$0	Current qtr exp:	J\$279,063.94 (US\$3,224.31)
Annual expenditure to date:	J\$279,063.94 (US\$3,224.31)	Current Year Delivery to date:	0%

### A. QUARTERLY SUMMARY OF ACTIVITIES

The Ministry of Foreign Affairs and Foreign Trade (MFAFT) announced the appointment of Minister of State, the Honourable Arnaldo Brown to Chair the NWGIMD. The MFAFT will continue as Technical Co-Chair of the National Working Group on International Migration and Development (NWGIMD). The Minister was briefed by the PIOJ at a meeting held on March 12. At this meeting, a proposal was made in line with the MFAFT's strengthened focus on the Diaspora to expand the areas to be addressed under the sub-theme Diaspora and Development. This would facilitate the formulation of a Diaspora Policy within the larger Policy in International Migration and Development. The sub-committee elaborating this sub-area will be led by the MFAFT. This approach will not affect the remaining sub-committees which will be monitored by the MPU.

As part of the process to finalise logistical arrangements to establish the sub-committees, the ToR for the sub-committees was further revised and shared with the National Working Group on International Migration and Development (NWGIMD). A workplan was prepared for each sub-committee outlining critical activities of the policy development stage and what sub-committees are required to produce. Members of the NWGIMD have been proposed as Chairs and Co-Chairs of each sub-committee and the first meetings are expected to be convened in April.

A matrix of members was also prepared for the sub-committees. The matrix is comprised of representatives from NWGIMD and non-members to be co-opted. A letter was drafted and will be sent to prospective members by April 10. The letter will outline the work to be done by the sub-committees and the role co-opted members are expected to play. Guidelines have been drafted outlining the responsibilities of each sub-committee to undertake the duties outlined in the ToR. The guidelines address how meetings should be convened and conducted as well as the support available to the sub-committees. In addition, the resource needs of the sub-committees have been assessed and a budget prepared as part of a strategy to identify the resources to be mobilized for this activity.

Five International Experts have been identified to provide technical assistance to the sub-committees. Experts were contacted based on recommendations from International Development Partners (IDPs) as well as direct responses to the call for expressions of interest. Initial discussions were held with experts from the World Bank, UNICEF, UN WOMEN, IOM, the Migration Policy Institute and Global Forum for Migration and Development (GFMD). The following experts have confirmed their participation and will be given additional information regarding their expected role with the sub-committees.

International Expert	Specialization	Assigned Sub-theme	Affiliation
Ricardo Cordero –	Regional Specialist - Labour Migration and Migration and Development	Labour Mobility and Development	IOM
Pedro F Marcelino	Consultant- International Relations, Migration and Development	1. Diaspora and Development 2. Remittance and Development	

	Development	Development	
Frank Laczko	Head- Migration and Research Division	Data, Research and Information Systems	IOM
Agueda Marin	Regional Specialist – Counter-Trafficking and Assisted Voluntary Return	Return and Re-Integration of Migrants	IOM
Marielle Lindstrom		Family, Migration and Development	UNICEF

A meeting was held on March 7 with members of the World Bank Task Force team on a visit to Jamaica to discuss the issue of Diaspora Bonds. Mr Dilip Ratha and Sonia Plaza of the Migration and Remittance Management Unit engaged a team from the PIOJ. The Project Manager also attended a lecture on Diaspora Bonds given by the Task Force and initiated discussions on the possibility of collaboration with the MPU to provide technical assistance to the sub-committees in their area.

The Policy Development Consultant was recruited during the quarter. An advertisement was placed in the local newspapers and online and fourteen applications were received. Four candidates were shortlisted and invited to attend interviews. Interviews were held on March 16 at the Planning Institute of Jamaica. The candidates were Shamair Henry, Kevin Morrison, Monica Brown and Trevor Hamilton and Associates. Prior to the interviews, Ms Henry informed the MPU that she would not attend the interviews for personal reasons. At the end of the interviewing process Ms. Brown was eliminated. The candidates were then asked to submit references and financial proposals as part of the final evaluations. After evaluating the referrals and the financial proposals, Mr Morrison emerged as the successful candidate. A meeting has been scheduled for April 3 at the PIOJ to discuss the ToR, the specific deliverables as well as provide any clarification needed prior to signing the contract. Mr Morrison is expected to start working on April 10.

Similarly, interviews for the Communication Strategy Consultant were held on March 28. The recruitment process for the Communication Strategy Consultant commenced after minor revisions were made to the Terms of Reference (ToR). Advertisements were placed in the local newspapers and on Caribbean Jobs and forty



applications were received. Four candidates were invited to attend an interview following an internal short-listing by the MPU assisted by PIOJs Communications Unit. They were Marcia Sepaul, Dr Heather Royes, Smickle and Associates and Panmedia. However, there was an apparent misunderstanding by the candidates that the implementation of the communication strategy was part of the ToR. As a result, a decision was taken to halt the recruitment process and review the approach to the Communication Strategy. A meeting is scheduled to be held with Mrs Claudette Myers, Communication Specialist in the PIOJ to discuss the ToR for the Communication Strategy and the expected outcomes of the consultancy on April 4. This will be further discussed at the next meeting of the Project Board scheduled to be held on April 10.

Deliverables for the Migration Profile (EMP) were submitted and reviewed. A National Consultation was held on February 9, 2012 at the Wyndham Hotel to discuss Parts A-E of the EMP. The consultation was attended by 37 stakeholders from the public sector, civil society, academia, International Development Partners and the private sector; and served to sensitize partners on the upcoming Report. The new Head of the European Union Delegation to Jamaica, Ambassador Paola Amadei, brought remarks. Chair of the NWGIMD, Minister of State in the Ministry of Foreign Affairs and Foreign Trade, Honourable Arnaldo Brown was unable to attend due to an overseas assignment.

The consultation apprised stakeholders of the findings on the main characteristics and trends on current migration and policy recommendations for the National Policy and Plan of Action on International Migration and Development based on eight thematic sub-areas. It engaged stakeholders in interactive dialogue to share their perspectives and experiences in general, and within specific sectors according to the thematic areas. Participants discussed the main findings, identified gaps in the recommendations, addressed potential constraints for policy directions and identified best practices. A report of the consultation was prepared by the MPU and shared with members of the NWGIMD. The Final Report and Action Plan of the EMP were submitted and are being reviewed by the MPU.

The Project Board met January 16, at the PIOJ, the Integrated Annual Work Plan (IAWP) for 2012 and the Quarterly Work Plan (QWP) for the period January to March were discussed. The Project Board agreed to some of the recommendations in the APR and agreed to support a request to GMG for a 3-month no-cost extension of the project to permit completion of the following outputs:

It was also agreed that the MPU should recruit university students or graduates as interns to provide secretarial support to the 8 sub-committees once they have been established. The decision was made that the GOJ counterpart funds would be used to cover the honorarium for the Interns. Logistical arrangements have commenced for the next meeting of the Project Board which is scheduled to be held on Tuesday, April 10 at the PIOJ. This meeting will discuss the Quarterly Progress Report for the last (QPR) quarter well as planned activities in the QWP for April to June by the MPU.

## B. CHALLENGES/ CONSTRAINTS

The MPU received the final deliverables of the EMP; however no date has been finalized for the Launch of the Migration Profile. The delays encountered by the consultant team have set back the printing and publication of the MP. The team had requested further extensions for the Plan of Action and Final Report, in light of the extensive feedback received from the National Consultation in February, which the team recommended be integrated into the report. The Final Report which was due on March 1 was submitted on March 13. However, due to several inconsistencies in the data and sources the document is still being reviewed by the MPU. The date for the Launch of the Report will be discussed with counterparts in IOM Brussels, once reviews have been completed for the MP.

There were a few setbacks relating to the recruitment of the Communication Strategy Consultant. The communication strategy was proposed as a vehicle for communicating with stakeholders and sensitizing beneficiaries about the policy being developed. During the interviews, the suggested timeframe and related costs for the consultancy from candidates was outside of the budgeted allocation. As a result, the MPU is currently revisiting the approach for the communication strategy. A proposal has been made to request financial and technical proposal under a Limited Tender from the candidates once the deliverables has been revised. This suggestion seeks to strike a balance between the limited resources that have been allocated for the communication strategy and the need to engage stakeholders and beneficiaries during and after the process.

## C. RESOURCES AND EXPENDITURE



DONOR	COMMITTED (US\$) as per the cost sharing	RECEIVED (US\$)	EXPENDITURE (US\$)			Remaining Funds <sup>2</sup> (US\$) Received – Total Expenditure
			Period Prior to [ex.Q1 2011]	[ex.Q1 2011]	TOTAL, i.e. Prior to Q1 + Q1	
Swiss Agency for Development and Cooperation (SDC)	US\$115,840	0.00	0.00	3,224.31 <sup>3</sup>	3,224.31	3,037.33
<b>Total</b>	US\$115,840	0.00	0.00	3,224.31	3,224.31	3,037.33

AND

PROJECT EXPENDITURE FOR REPORTING PERIOD					
Activity	Requested <sup>4</sup> US\$	Received JAS	Date Received	Disbursed by IP JAS <sup>5</sup>	Balance JAS
Output 1, Activity Result 1 – Effective work planning and production of reports: <ul style="list-style-type: none"> <li>Project Associate support</li> <li>Quarterly meeting of the project board</li> <li>Communications</li> </ul>	0.00	0.00	N/A	236,787.94	-43,455.83 <sup>6</sup>
Output 1, Activity Result 5: Development of the National Policy <ul style="list-style-type: none"> <li>Action 5.1 Recruit &amp; contract consultants<sup>7</sup></li> </ul>	0.00	0.00	N/A	42,276.00	133,524.00
Output 2, Activity Result 1: Development of sub-theme reports for use by NWGIMD <ul style="list-style-type: none"> <li>Action 2: Recruit international technical experts</li> </ul>	0.00	0.00	N/A	0.00	172,800.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>		279,063.94	<b>259,868.17</b>
<b>Cash in hand @ end of reporting period</b>					259,868.17

<sup>2</sup> This amount represents the funds totalling US\$6,261.64 (J\$538,932.11) remaining at the end of 2011, minus the amount expended (US\$3,224.31) during this quarter.

<sup>3</sup> Funds received for Quarter 4, 2011 were used for expenditure incurred for activities that were included in the Quarter 4 Workplan, but implemented during this quarter.

<sup>4</sup> Funds were not requested as UNDP regulations stipulate that a new advance can only be disbursed when 80% or more from the previous advance has been liquidated. As only 20.2% of the previous advance (quarter 4, 2011) was spent, a new request can only be submitted once the threshold has been reached.

<sup>5</sup> The funds received in quarter 4, 2011 were used for disbursements during this quarter.

<sup>6</sup> J\$43,455.83 represents the additional expense incurred for Activity Result 1 within the tolerance level of 20% toward reimbursement to IOM for the Project Associate's Salary for January and February 2012 (refer to footnote 4). This amount was deducted from quarter 4 funds budgeted for other activities.

<sup>7</sup> Advertisements for the Policy Development Consultant and Communication Strategy Consultant

Commitments @ end of reporting period	0.00
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**D. ACTIVITIES AND ACHIEVED RESULTS**

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p><b>Output 1: Development of National Policy and Plan of Action</b></p> <p><i>Baseline: No National Policy on International Migration</i></p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Frequency of meetings of Project Board</li> <li>- Production of Policy</li> <li>- Production of Plan of Action</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- Project Board meets quarterly</li> <li>- National policy in international migration produced</li> <li>- Plan of action produced</li> <li>- Policy integrated in national development plan</li> </ul>	<p><b>Activity Result 1:</b></p> <p><b>Effective work planning and production of reports:</b></p> <p>Action 1.3 Quarterly meetings of project board</p> <p><b>Activity Result 2</b></p> <p><b>Establishment of Migration Project Unit:</b></p> <p>Action 2.1: Procuring office equipment</p> <p><b>Activity Result 3</b></p> <p><b>Stakeholders sensitized to project activities:</b></p> <p>3.1 Monthly meetings of the National Working Group for International Migration &amp; Development (NWGIMD)</p> <p><b>Activity result 4</b></p> <p><b>Development of Extended Migration Profile</b></p> <p>Action 4.1 conduct consultancy</p> <p>Action 4.2 National Consultations on Migration Profile</p> <p>Action 4.3 Production of final</p>	<ul style="list-style-type: none"> <li>• Project Board meeting held on January 16, 2012. The meeting supported the recommendation for a 3-month no-cost extension of the GMG supported aspect of the project. It was also agreed that the MPU should recruit university students or graduates as interns to provide secretarial support to the 8 sub-committees once they have been established. Members also agreed on the QWP, an alternate work plan that was presented and the project tolerance for the quarter was set at 20%.</li> </ul> <p>The process to procure the laptop and projector has begun. The PI/OJ received tenders from 3 prospective suppliers. This was taken to the Procurement Committee where the bid submitted by Innovative Corporate Solutions was approved. The Purchase Order is being prepared.</p> <p>A National Working Group on National Migration and Development (NWGIMD) meeting was held on March 15.</p> <p>A National Consultation for the EMP was held on February 9 in place of the meeting of the NWGIMD.</p> <p>The consultant team experienced delays in obtaining information for the EMP from key stakeholders which affected the submission of the final deliverables. Final Report and Plan of Action for the EMP were submitted and are being reviewed by the MPU due to inconsistencies in the data. This</p>	<p>Project Board meetings held.</p> <p>The MPU will be equipped with media equipment to assist with electronic presentations</p> <p>NWGIMD Meeting held.</p> <p>National Consultation held and a report prepared and shared with members of the NWGIMD.</p> <p>The Final Report being reviewed and the Action Plan has been reviewed and feedback sent to the Consultant Team.</p>



Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>report – Migration Profile Action 4.4 Launch and follow up</p> <p><u>Activity Result 5:</u> <b>Development of the National Policy</b> Action 5.1 Recruit &amp; contract consultant Action 5.2 Conduct Consultancy</p> <p><b>Output 2: Development of International Migration Sub Policies</b> <u>Baseline:</u> Absence of thematic policies relating to international migration <u>Indicators:</u> - # of thematic sub-committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by NWGIMD <u>Targets:</u> - 8 sub-committees of NWGIMD established - 8 technical reports produced by sub-committees of NWGIMD 8 sub-policies produced by NWGIMD</p>	<p>The consultant to develop the National Policy and Plan of Action has been recruited.</p> <p>The recruitment of International Experts has commenced. Experts have been identified in most areas. The recruitment process will continue in the next quarter.</p> <p>Prospective members of the sub-committee are being contacted. A meeting of the Chairs and Co-Chairs and the Policy Development Consultant is being scheduled to review the workplan for the sub-committees and establish a schedule for meetings.</p>	<p>The consultant is expected to commence duties on April 10.</p> <p>Experts have been identified from IOM, UNWOMEN, World Bank, MPI and GFMD. ToR for Interns has been drafted. CVs for Interns have been reviewed. Additional support being sought from MIEU for International Expertise.</p>	

**E. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT**

Implementation Constraints	Significance	Response/Action
<p>The availability of International Experts could be hampered if they are not fully apprised of the work programme or given advanced notice of how they would be utilized.</p>	<p>Medium<sup>8</sup></p>	<p>Prepare a work schedule of all meetings so that Experts are made aware of their assignment in advance.</p>
<b>Risks</b>		
<p>Policy Development Consultant advised that in order for the policy and plan of action to be developed within eight months, this will require coordination of resources and scheduling among the Policy Development Consultant, NWGIMD and the sub-committees.</p> <p>The delay in recruiting a consultant to develop to the communication strategy to communicate the policy development process negatively could affect the level of buy in from stakeholders during the national and sectoral consultations.</p>	<p>Critical  Critical</p>	<p>1. Meeting held with Consultant to clarify expectations                      2. Formulate workplan, guidelines and co-opt members for sub-committees.                      3. Meeting to be held with Policy Development Consultant and NWGIMD, sub-committees and stakeholders.                       Care will have to be taken to coordinate the consultative process during and after the policy is developed.</p>
<b>LESSONS LEARNT:</b>		
<ul style="list-style-type: none"> <li>• Lack of clarity for the sub-committees members and NWGIMD members can cause unnecessary delays in the policy development process. As a result a set of guidelines has been prepared and a meeting will be held with all Chairs and Co-Chairs and the Policy Development Consultant.</li> <li>• Sufficient time needs to be allocated to allow consultants to incorporate data and other feedback from consultative exercises into the substantive work being prepared.</li> <li>• Communication planning is to take place in tandem with all project activities, and not treated as a separate output.</li> </ul>		

<sup>8</sup> The levels of significance are rated accordingly: High – 3, Medium – 2 and Low = 1 on a Likert scale, where 1 represents the least likelihood to impact the projects activities, objectives and outputs and 3 has the most likelihood of impacting

**F. PLANNED ACTIVITIES (NEXT QUARTER – APRIL 1 – JUNE 30, 2012)**

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
		Apr	May	Jun		Funding Source	Budget Description	Amount
<p><b>Output 1: Development of National Policy and Plan of Action</b></p> <p><b>Baseline:</b> No National Policy on International Migration</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Frequency of meetings of Project Board</li> <li>- Production of Policy</li> <li>- Production of Plan of Action</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- Project Board meets quarterly</li> <li>- National policy in international migration produced</li> <li>- Plan of action produced</li> <li>- Policy integrated in national development plan</li> </ul>	<p><b>Activity Result 1:</b> <b>Effective work planning and production of reports:</b></p> <p>Action 1.1 Quarterly meetings of Project Board</p>	X			Migration Project Unit PIOJ (MPU)	UNDP	71400 Service contract – individual	2,404.65
							72400 Communications	300
							72800 IT Equipment	5,000
	<p><b>Activity Result 2</b> <b>Establishment of Migration Project Unit:</b></p> <p>Action 2.1: Procuring office equipment</p>				MPU	IOM	Individual Contracts Service	8,325.00
	<p><b>Activity Result 3</b> <b>Stakeholders sensitized to project activities:</b></p> <p>3.1 Monthly meetings of the National Working Group for International Migration &amp; Development (NWGIMD)</p>	X	X	X	MPU	IOM	Office Supplies Refreshments (NWGIMD)	437.50 112.50



	<p><b>Activity result 4</b>  <b>Development of Extended Migration Profile</b></p> <p>Action 4.1 Production of final report – Migration Profile                      Action 4.2 Launch and follow up</p>	X	X		MPU	EU/LAC	<p>Editing and Layout                      Publication and Distribution</p>	<p>6,000 EUR<sup>9</sup>                      (8,042.89 USD)                      4,500 EUR                      (6,032.17 USD)</p>
	<p><b>Activity Result 5:</b>  <b>Development of the National Policy</b></p> <p>Action 5.1 Conduct Policy Development Consultancy                      Action 5.2 Communication Materials</p>	X	X		MPU	UNDP	<p>7,1300                      Development and Distribution of Materials                      Consultant (Policy Development)</p>	<p>6,000                      8,400</p>

<sup>9</sup> The amounts listed in Euro's are due to funds for the Migration Profile being allocated in Euros. The US Dollar equivalent is listed underneath and is calculated based on the UN Operational rate of Exchange of US\$1 to €0.746 for March 2012.

<p><b>Output 2: Development of International Migration Sub Policies</b>  <i>Baseline: Absence of thematic policies relating to international migration</i></p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> <li>- # of thematic sub-committees of NWGIMD established</li> <li>- # of Technical reports produced by sub-committees of NWGIMD</li> <li>- # of sub-policies produced by NWGIMD</li> </ul> <p><i>Targets:</i></p> <ul style="list-style-type: none"> <li>- 8 sub-committees of NWGIMD established</li> <li>- 8 technical reports produced by sub-committees of NWGIMD</li> <li>- Meeting of Sub-committee with Policy Development Consultant</li> </ul> <p>8 sub-policies produced by NWGIMD</p>	<p><b>Activity Result 1:</b>                  Development of sub-theme reports for use by NWGIMD</p> <p>Action 1.1: Identify &amp; Recruit international technical experts</p> <p>Action 1.2: Identify and recruit Interns</p> <p>Action 1.3: Sub-committee Meetings</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>MPU</p>	<p>UNDP</p>	<p>71600 Travel<sup>10</sup></p>	<p>10,000</p>
<b>TOTAL</b>							<b>57,735.67</b>

**Project Management:** Prepared by Chadine Allen

Date: 19/4/2012

Approved by Easton Williams

Date: 19/4/12

Received 19/04/2012  


<sup>10</sup> This is to cover the travel, accommodation and daily subsistence allowance for the International Experts who will provide technical expertise to the Sub-Committees.

G. APPENDIX 1