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## QUARTERLY PROGRESS REPORT

<b>Country:</b>	<b>JAMAICA</b>		
<b>Reporting period:</b>	January - March 2012		
<b>Project number and title:</b>	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
<b>Project Duration:</b>	April 2011 – December 2012		
<b>Implementing Partner:</b>	Ministry of Local Government & Community Development		
<b>Responsible Parties:</b>	Crime Prevention and Community Safety Unit, Ministry of National Security, Planning Institute of Jamaica, Social Development Commission		
<b>Overall Project Manager:</b>	Robert H.P. Hill - Director, Local Government Administration		
<b>Date:</b>	March 20, 2012		
<b>Current year Approved</b>	JM\$14,650,800.00		
<b>Current quarter advance:</b>	JM\$0.00	<b>Current qtr exp:</b>	<b>JM\$1,973,691.30</b>
<b>Annual expenditure to date:</b>	<b>JM\$1,973,790.60</b>	<b>Current Qtr. Delivery (Expenditure) to date:</b>	48.06%
		<b>Current Year Delivery (Expenditure) to date</b>	13.47%

## I. EXECUTIVE SUMMARY

Important targets achieved for the first quarter include:

- The Capacity assessments of the nine non-pilot parishes were completed in February and March 2012. The report from the assessments will be completed in the quarter April to June 2012. Four regional workshops were held for St. Elizabeth and Westmoreland, Hanover and St. James, St. Ann and Portland and St. Thomas and Kingston & St. Andrew. Participants were sensitised about the objectives of the project and the PSS mechanism, after which the assessments were conducted. Participants included representatives from the Local Authorities, the Jamaica Constabulary Force, the Jamaica Fire Brigade, Civil Society organisations (Women's Media Watch, Operation Save Jamaica, Hear the Children Cry), State agencies (Child Development Agency, Ministry of Justice, Ministry of Labour and Social Security, National Youth Service, National Centre for Youth Development, Social Development Commission) and members of the business community.
- After several meetings and a retreat, the first comprehensive draft of the Terms of Reference (TOR) for the Parish Safety and Security (PSS) mechanism was completed. The consultations overlapped two quarters - 4<sup>th</sup> quarter 2011 and 1<sup>st</sup> quarter of 2012 and involved the MDAs, the Parish Councils and members of civil society.
- Consensus was gained among MDAs on the location of the PSS mechanism from majority of the referred group through the same process. Discussions are to continue with the national coordinating body for Parish Development Committees, NAPDEC, as it is not in agreement with the proposed placement of the mechanism in the parish council.
- The team was successful in identifying twenty (20) strategically placed persons to participate in the on-line Urban Crime and Violence Prevention course. In order to promote sustained engagement in the project processes the team obtained formal commitment from the participants.
- The report from the assessment of the existing Crime Prevention Committees was completed and submitted to the Project team. Same will be circulated to the Local Governance Stakeholders' Committee for review.
- The project team organised and or participated in twelve engagements for consultations on project related issues of which some of the outcomes include the decision to meet with NAPDEC for further discussion on the location of the PSS mechanism; decision by the Local Governance Stakeholder Committee to meet with the Ministers of Local Government and National Security jointly to obtain buy-in on some key objectives of the project. In addition the Office of Disaster Preparedness and emergency Management (ODPEM) which already supports decentralised disaster risk and safety planning in all parishes as well as the All Island Neighbourhood Watch have committed to participate in the roll out of the PSS mechanism. The latter body has the integral involvement of citizens and police working closely together via the Community Safety and Security Branch of the Jamaica Constabulary Force while the former has extensive experience in engaging diverse stakeholders at the parish level.

**II. RESOURCES AND EXPENDITURE**

<b>PROJECT EXPENDITURE FOR REPORTING PERIOD</b>						
<b>Activity</b>	<b>Requested JM\$</b>	<b>Received JM\$</b>	<b>Date Received</b>	<b>Balance b/f from previous qtr JM\$</b>	<b>Disbursed by IP JM\$</b>	<b>Balance JM\$</b>
<b>Civil Society Participation in Local Governance</b>	<b>Nil</b>	<b>0.00</b>		<b>1,064,667.56</b>	<b>1,973,691.30</b>	<b>-909,023.74</b>
Output 1, Activity Result 1. Monitoring and work planning of project activities.	Nil	0.00		237,378.95	889,116.30	-651,737.35
Output 1, Activity Result 2. Capacity Assessment of parishes	Nil	0.00		-210,941.39	993,300.00	-1,204,241.39
Output 1, Activity Result 3. Development of capacity building plan addressing gaps in targeted parish councils	Nil	0.00		342,600.00	0.00	342,600.00
Output 2, Activity Result 1. Assessment of existing Crime Prevention Committee				180,100.00	0.00	180,100.00
Output 2, Activity Result 2. Sensitization of elected local officials PDCs to actively participate in the PSC (From 2011 work plan).	Nil			385,930.00	45,000.00	340,930.00
Output 2, Activity Result 2. Decisions by MDAs on the location of the PSSCs within the local governance structures (From work Plan 2012)	Nil	0.00		0.00	13,770.30	-13,770.30
Output 2, Activity Result 3. Formulation and agreement on detailed TOR for PSS	Nil	0.00		0.00	32,505.00	-32,505.00
Output 2, Activity Result 4. Decision by MDAs on location of PSCs within local governance structures.	Nil	0.00		129,600.00	0.00	129,600.00
<b>Subtotal</b>	<b>Nil</b>	<b>0.00</b>		<b>1,064,667.56</b>	<b>1,973,691.30</b>	<b>-909,023.74</b>
<b>Total</b>	<b>Nil</b>	<b>0.00</b>		<b>1,064,667.56</b>	<b>1,973,691.30</b>	<b>-909,023.74</b>
<b>Cash in hand @ end of reporting period</b>						<b>\$0.00</b>
<b>Commitments @ end of reporting period</b>						<b>\$2,255,108.00</b>

**III. ACTIVITIES AND ACHIEVED RESULTS**

Expected Outputs & Indicators	Activities	Achieved Results	Progress Towards Achieving Outputs
<p><b>Output 1 Development of local authorities' capacity to promote and secure participatory local governance</b></p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> <li>- Frequency of meetings held by Project Stakeholder Committee</li> <li>- # of parish/ municipal councils assessed</li> <li>- # of parish councils implementing capacity building plan</li> <li>-# of parishes/municipalities in which public messages about establishment of PSC are disseminated</li> <li>- # of parish councils and PDCs trained in local government administration as well as in monitoring and evaluation of local development initiatives</li> <li>- % of PSCs members enrolled in urban violence on-line course</li> <li>- % of PSC members enrolled in Safety Audit training at UTECH</li> </ul> <p><i>Targets:</i></p> <ul style="list-style-type: none"> <li>- Project Stakeholder Committee meets quarterly</li> <li>- Capacity assessment conducted of targeted parish councils</li> <li>- Support delivered to build capacity of parish councils and civil society to consult and collaborate in all selected local authorities</li> <li>- Public messages about establishment of PSCs disseminated in all targeted local authorities</li> <li>-75% of local authorities and PDCs trained in monitoring and evaluation of local development initiatives</li> <li>- 75% of Parish Safety Committee</li> </ul>	<p>Two Stakeholder Committee meetings were held during this quarter.</p> <hr/> <p>Sensitisation and Capacity Assessment workshops were held for the other nine parishes.</p>	<p>The Stakeholders Committee focused on key issues such as the sensitisation and capacity assessment workshops for the 9 non-pilot parishes as well as possible project challenges such as the PDCs and local government election which were due in the 1<sup>st</sup> quarter. As a consequence of the decisions taken at these meetings, the Local Governance Stakeholder Committee is seeking a joint meeting with the Minister of National Security and the Minister of Local Government and Community Development on the primary aims of the project as well as the broader enabling framework.</p> <hr/> <p>The capacity assessments of the other nine remaining parishes (Kingston &amp; St. Andrew, St. Thomas, St. James, Hanover, St. Ann, Portland, Westmoreland and St. Elizabeth) were completed in February and March 2012. All major stakeholders, the Parish Councils, JCF, Fire, other State agencies including the Ministry of Justice, Ministry of Education, National Youth Service, National Centre for Youth Development, SDC among others, the PDCs, the Community Development Committee and Community Based Organisations participated in the assessments. Participants in the capacity assessment had the opportunity to discuss and reflect on the delivery of their organisation as a whole as well as to identify areas of strengths and weaknesses</p>	<p>The original target has been surpassed in that capacity assessments have been conducted in all fourteen parishes, as requested by the national stakeholders, with additional support from the DGTF. Key stakeholders from various agencies i.e. the JCF, Local Authorities, PDCs, CDCs, CBOs, the business community in the parishes and several State agencies such as Ministry of Labour and Social Security, Ministry of Justice etc. which have responsibility for different aspects of safety and security in the respective parishes were mobilised and participated in the further Capacity Assessments, which was led by the Social Development Commission. The report from the CA will assist the project to identify where the capacity gaps exist and implement training and other types of interventions to develop the capacity and build the synergies of the relevant agencies and individuals to promote participatory approach in addressing safety concerns of the respective parishes.</p> <hr/> <p>Several meetings of the Local Governance Stakeholder Committee were held during the quarter, providing technical support to the project as planned. These meetings were to finalise location and Terms of Reference for the PSS</p>

<p>members enrolled in urban violence on-line course</p> <p>- 75% of Parish Safety Committee members enrolled in Safety Audit training at UTECH</p>	<p>Review of the draft report of the Capacity Assessments for five pilot parishes has been completed by the respective stakeholders and preliminary feedback was provided. The project team has scheduled a final meeting to be held in March to get consensus on key issues.</p>	<p>Preliminary agreement was received on some of the key features of the report which will impact other phases of the project. Another working meeting is schedule to be held in the next quarter to finalise the Capacity Development Plan.</p>	<p>mechanism. The Comprehensive draft TOR is being reviewed by PIOJ, MNS, MLG and SDC. The Representatives of the MDAs all agree that the Committee should reside in the Parish Council as a Committee of Council. Strategies to improve the capacity of the Local Authorities and Civil society organisations were also explored.</p> <p>After research, review and consultations, twenty persons from the Local Authorities, Jamaica Constabulary Force, MDAs and civil society organisations were selected and enrolled in the three months on-line course in Urban Crime and Violence Prevention. The course commenced on March 19<sup>th</sup> and will end on June 21<sup>st</sup> 2012. This will increase knowledge and skill sets in various agencies which will play a role in integrating safety security processes across the island and assist in positioning representatives from various agencies that will be integral in the PSSC mechanism at the parish level.</p> <p>In terms of overall progress towards achieving output 1 for the quarter, of the eight (8) activities targeted in the first quarter of 2012 six (6) were completed, one (1) was deferred to the second quarter and one (1) activity is incomplete. This represents approximately 81% towards achieving the targets set for the quarter for output 1.</p>
<p><b>Output 2: Development of local authority level mechanism under the Crime Prevention &amp; Community Safety Strategy</b></p> <p><b>Indicators:</b> - # of parish councils with fully constituted and operational Parish</p>	<p>The project team identified and recruited twenty (20) key persons to participate in the Urban Crime and Violence Prevention course</p> <p>With regard decision by MDA's on the location of the PSSCs within local government structure, (Activity 2.1) in excess of five consultations sessions were held with key stakeholders ranging from members of the Parish Council, MDAs, to the Office of</p>	<p>The recruitment of key project partners who are expected to play critical roles in the establishment and sustainability of the Parish Safety and security mechanism. These individuals are from the Parish Councils, Police, Jamaica Fire Brigade, Children Development Agency, Hear the Children Cry, Islandwide Neighbourhood Watch, Ministry of National Security, Ministry of Local Government, Operation Save Jamaica and Women's Media Watch.</p> <p>Strategic alliance and partial consensus of key aspect of the project such as the location and agreement of the terms of the TOR.</p>	<p>In consultation with key representatives from the Local Authorities, members of the Jamaica Constabulary Force, other MDAs and some civil society organisations, the location of the PSS mechanism has been partially finalised by the Stakeholders' Committee.</p>

<p>Safety Committees</p> <ul style="list-style-type: none"> <li>- % average attendance at PSCs meetings</li> <li>- Level of alignment of the parish safety plan with Vision 2030</li> <li>- # of Parish Safety Committee members trained in the use of the parish safety plan template</li> <li>- # of PSCs assessed</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- Parish Safety Committees in all targeted parishes fully constituted and operational</li> <li>- 75% average attendance at PSC meetings</li> <li>- 75% of Parish Safety Committee members trained in the use of the parish safety plan template</li> <li>- 100% of Parish Safety Committees implementing the parish safety plan template</li> <li>- Capacity assessment conducted of PSCs</li> </ul>	<p>Disaster Preparedness and Emergency Management (ODPEM).</p>		<p>Except for NAPDEC, general agreement has been achieved and a comprehensive draft of the Terms of Reference for the PSS mechanism has been drafted.</p>
	<p>The consultations continued with MDAs and Civil Society Organisations regarding the location of the PSSCs within the local governance structure.</p>	<p>Obtained consensus amongst several key stakeholders on the location of the PSSC being best placed in the Local Authority as a Committee of Council.</p>	<p>One of the key components for the establishment of the PSS mechanism is the development of the Parish Safety Plan template. This activity has been deferred to the second quarter because of the challenges in completing the Parish Capacity Development Plan.</p>
	<p>A comprehensive draft of the Terms of Reference of the PSSC was developed.</p>	<p>The draft TOR was reviewed by members of the Stakeholders' Committee and amended prior to further consultation and finalisation.</p>	<p>In terms of overall progress towards achieving output 2 for the quarter, of the six (6) activities targeted in the first quarter of 2012 four (4) were completed, two (2) were deferred to the second quarter. This represents approximately 66% towards achieving the targets set for the quarter for output 2.</p> <p>Overall the progress towards achieving the outputs for the quarter is approximately 75%.</p>

#### IV. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
The confirmation that the Local Government Elections were to be held within the quarter resulted in limited participation and focus of key stakeholders, especially Councillors compounding some of the logistical issues.	High	A decision was taken to sensitise and have consultations with the new batch of Councillors after the elections.
The change in Administration impacted scheduling of events and access to some partners as a result of retreats and meetings with agencies and new ministers. This especially impacted the sensitisation and capacity assessments of the other nine parishes.	Medium	Negotiate adjustments and approaches with respective agencies.
The hesitancy on the part of the project partners because of the uncertainty of the level of commitment of the new public officials, especially at the senior level.	Low	To proceed with alertness and make adjustments based on feedback of respective agencies as well as to seek audience with the new Ministers of Local Government and National Security.
Scheduling of activities was a challenge because most project partners had several calendar activities such as annual internal retreats and strategy meetings and reviews.	Medium	Proceed in the absence of some of the agencies and postpone some events until persons were available. One example was the review of the

		Capacity Assessment report.
Identify suitable persons from the Local Authorities with the level of commitment and skill set needed to assist in the establishment of PSS mechanism, especially from the pilot parishes	High	We persisted and made direct approaches to individuals based on their portfolio in the Council.
Engaging and scheduling the participation of the Secretary Managers/ Town Clerk, especially those from the pilot parishes.	Medium	Continue to pursue them and seek to have individual meetings, especially with those from the pilot parishes.
<p><b>LESSONS LEARNT:</b></p> <ul style="list-style-type: none"> <li>• From experience coming out of the first cohort of participants in the on-line course, the project team has developed a commitment form for participants to sign before payment. This was done to minimise drop out from the programmes and to enhance engagement in the setting up of the PSS mechanism;</li> <li>• To limit the impact of the process being compromised due to the action of any one group, the project team has engaged other relevant all-island civil society organisations for participation in the establishment of the PSS mechanism;</li> <li>• To seek out other organisations which have rolled out similar programmes so as to benefit from their experiences via best practices.</li> </ul>		

**PLANNED ACTIVITIES (NEXT QUARTER: APRIL – JUNE 2012)**

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		April	May	June		Source of Funds	Budget Description	Amount \$	
1.	Monitoring and work planning of project activities	√	√	√	MLG	DGTF	71400 Contractual Services – Individual	20,000.00 <sup>1</sup>	
	Quarterly Stakeholders' Meeting			√					
	Fields/Site visits conducted	√	√	√	PIOJ		Travel	500.00	
	Prepare quarterly Progress Report and submit to Project Board			√	DLG		Audio Visual & Print Production Cost	1,500.00	
	Assessment of the nine parishes conducted (In 1 <sup>st</sup> Qtr 2012)	√			SDC		DGTF	Training, Workshops, Conferences	5,000.00
	Production of capacity assessment report for the other nine parishes							Local Consultants	250.00
	Development of capacity building plan and analysis of findings of baseline study		√		SDC		DGTF	International Consultant	0.00
								Travel	0.00
	Training of local authorities and civil society organisations in local government administration as well as in monitoring and evaluation of local development initiatives.		√	√	MLG SDC NAPDEC		DGTF	Training, Workshops, Conferences	13,000.00
	Training of Parish Safety committee members in the World Bank Urban Violence and Crime Prevention course. (Item carried out on schedule in 1 <sup>st</sup> Qtr)	√			MLG		DGTF	Training, Workshops, Conferences	12,000.00
	Training of Parish Safety Committee coordinators in Safety Audit			√	MLG		DGTF	Local Consultant	6,000.00
	Consultations held with Civil Society regarding Public Communication programmes on the establishment of PSSC		√	√	MLG			Training, Conferences, Workshops	1,000.00
						Local Consultant	1,500.00		
						Audio Visual & Print Production Cost	1,500.00		

<sup>1</sup> Request includes March 2012 Salaries



2.	Convene parish stakeholders to finalise decisions on the location of Parish Safety Committees within the local government framework	√			MLG MNS (CP&CSU)	DGTF	Training, Workshops, Conferences	2,000.00	
							Travel	500.00	
							Audio Visual & Print Production Cost	700.00	
	Consultations held targeting local authorities and PDCs regarding the formulation and agreement on detailed TOR for PSCs.	√	√		MLG MNS (CP&CSU) SDC	DGTF	Training, Workshops, Conferences	1,500.00	
							Travel	500.00	
	Consultations held targeting local authorities and PDCs regarding the development of Parish Safety Plan Template		√	√	MLG MNS (CP&CSU) NAPDEC SDC	DGTF	Training, Workshops, Conferences	1,500.00	
							Audio Visual & Print Production Costs	500.00	
	Conduct discussions among MDAs about action plan		√	√	MLG SDC PIOJ MNS (CP&CSU)	DGTF	Training, Workshops, Conferences	2,000.00	
							Local Consultants	4,000.00	
							Travel	1,000.00	
	<b>TOTAL</b>								<b>\$76,450.00</b>



**Annex II: Assets Inventory**

Project Title: Enhancing Civil Society Participation in Local Governance for Community Development

Award Number:

Project Number: 00077769

Date of Report: March 20, 2012

Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value (in US\$)	Custodian	Remarks
1			Vehicle		0						
2			Vehicle		0						
3			Vehicle		0						
Asset Profile 2 - Furniture											
4	JAM10	B0512	2 Draw Filing Cabinet		1	MLG	518-DLG-212-351	3/11/2011	\$236.58	MLGCD	
5			Furniture or Fixture		0						
6			Furniture or Fixture		0						
Asset Profile 3 - Electrical											
7	JAM10		Projector		1	MLG	022-DLG-816-591	16/3/2012	\$1,017.62	MLGCD	
8	JAM10		Printer		1	MLG	067-DLG-273-818	16/3/2012	\$605.89	MLGCD	
9			Electrical Equip. or Computer		0						
Asset Profile 4 - Heavy Machinery											
10			Heavy Equip. or Generator		0						
11			Heavy Equip. or Generator		0						
12			Heavy Equip. or Generator		0						
Asset Profile 5 - Non Capitalized Items											
13			Other (less than 1,000 \$)		0						
14			Other (less than 1,000 \$)		0						
TOTAL									\$1,860.09		

**Project Manager**

Robert H.P. Hill

Mar. 12, 2011 Signature:

**UNDP Programme Advisor**

SONIA GILL

Date & Signature:

**Resident Representative**

Date & Signature

*[Handwritten signatures and dates]*  
 3d04/12



**Project Management:** Prepared by: Tanisha Cunningham

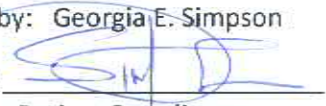
Date: March 20, 2012

Signature: 

Project Associate

Reviewed by: Georgia E. Simpson

Date: March 20, 2012

Signature: 

Project Coordinator

Approved by: Robert H. Hill

Date: March 20, 2012

Signature: 

Project Manager

Received 24/04/2012 -

