



JAMAICA

ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	2011		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration into National Development Strategies		
Project Duration:	May 1, 2011 – December 31, 2012		
Donors:	Swiss Development Corporation		
Implementing Partner:	Planning Institute of Jamaica		
Responsible Parties:	UNDP		
Overall Project Coordinator:	Mr. Easton Williams		
Date:	December 22, 2011		
Current year Approved Budget:	US\$10,791		
Total annual advance:	US\$7,904.65	Total annual expenditure:	US\$9,826.98
Annual Delivery:	91.06%		

Table of Contents

I. EXECUTIVE SUMMARY.....	3
II. RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY	6
III. ACTIVITIES AND ACHIEVED RESULTS.....	8
IV. IMPLEMENTATION CONSTRAINTS/CHALLENGES, RISKS, LESSONS LEARNT & RECOMMENDATIONS	11
V. PARTNERSHIPS AND SUSTAINABILITY	14
Annex I: Annual Work Plan 2011.....	16
Annex III: Assets Inventory.....	21

I. EXECUTIVE SUMMARY

The Migration Policy Project Unit (MPU) was established in April 2011 with a staff complement of two persons: Project Manager and Project Associate. Both are employed on a full-time basis. The Unit is responsible for the management of the following three migration projects:

- **Development of a National Policy and Plan of Action on International Migration and Development** (Funded by the International Organization for Migration (IOM) 1035 Facility, with technical support from UNFPA)
- **Mainstreaming Migration into National Development Strategies** (Funded by the Swiss Development Corporation through the Global Migration Group, with UNDP Jamaica as Executing Agency)
- **Development of an Extended Migration Profile for Jamaica as part of the European Union funded project 'Strengthening the Dialogue and Cooperation Between the European Union – Latin America and the Caribbean to Establish Management Models on Migration and Development'**.

MAIN ACHIEVEMENTS

Output 1: Development of National Policy and Plan of Action; Activity Result 1: Effective work planning and production of reports:

- On May 5, 2011 the first meeting of the National Working Group on International Migration and Development (NWGIMD) was also convened. Meetings of the NWGIMD have been held on a monthly basis and are co-chaired by the Planning Institute of Jamaica (PIOJ) and the Ministry of Foreign Affairs and Foreign Trade (MFAFT). Major activities of the NWGIMD include:
 - Finalization of TOR on its operations;
 - Interactive Dialogue
 - Approval of sub-themes to be addressed in the Policy
- A Project Board was established in accordance with UNDP's management of programmes and project requirements. Two (2) meetings and one (virtual) meeting of the Project Board have been convened to address issues including project implementation, approval of workplans and setting project tolerance.
- An integrated workplan to address all three migration projects was developed to ensure effective work planning and production of reports as the three projects are essentially a joint programme involving the UN agencies UNDP, IOM and UNFPA as well as the EU for the development of the National Policy and Plan of Action on International Migration and Development.

Output 1: Development of National Policy and Plan of Action; Activity Result 2: Stakeholders sensitised to project activities:

- The Project Launch was held on May 5, 2011 when more than 70 stakeholders including

Ministries, Departments and Agencies (MDAs) were sensitized to the project objectives, outputs and activities. The launch had notable coverage in both print and electronic media. The event was also recorded and DVDs of the event were made available to funding partners at the first meeting of the Project Board. The project document was also officially signed on May 5, 2011.

Output 1: Development of National Policy and Plan of Action; Activity Result 3: Development of Situational Analysis:

- IOM and PIOJ decided to merge the Situation Analysis with the Migration Profile. A Consultant was contracted to develop an Extended Migration Profile (EMP) which will incorporate the deliverables included in the Situation Analysis TOR. The consultant was recruited through a sole source method. Deliverables have been received and reviewed by the MPU with feedback provided to the consultants. The first draft of the EMP was submitted at the end of December 2011 as outlined in the consultant's work plan. This will be reviewed by the NWGIMD and feedback transmitted to the consultants by the end of the first week in January 2012.

Output 2: Development of International Migration and Development Sub-Policies:

- A Strategic Planning Meeting to discuss and revise the proposed sub-themes of the National Policy on International Migration and Development was held on November 18 involving PIOJ and IOM, Kingston. During this meeting a list of the following 8 proposed sub-themes including guidelines was developed:
 1. Labour Mobility and Development
 2. Diaspora and Development
 3. Remittance and Development
 4. Human Rights and Social Protection
 5. Governance and Policy Coherence
 6. Data, Research and Information Systems
 7. Return and Reintegration of Migrants
 8. Family Migration and Development
- Terms of References were prepared for the Sub-committees, International Experts and the Policy Development Consultant. The sub-committees are projected to begin work in early January 2012 as well as the recruitment and advertisement for the international experts and policy development consultant. The consultant and International Experts are expected to begin February-March 2012.

CHALLENGES/ CONSTRAINTS

1. There were unforeseen administrative steps from the Global Migration Group (GMG) as communicated to UNDP Jamaica's Country Office that required compliance from the MPU. This included a revision of the LOA and oversight arrangements. Eventually the parties agreed to revert to the standard Nationally Implemented arrangements. This exercise deducted more than a one month from effective implementation of project activities.
2. Due to financial constraints and funds from the GMG not being disbursed within the required timeframe, PIOJ utilized funds from other projects to facilitate start-up activities. There was a delay in both the reimbursement of funds to the PIOJ and also the advance of Project funds for Quarters 2 and 3. One major impact was the delay in payment of salary for the Project Associate.
3. The start of the consultancy for the Migration Profile was delayed by approximately 3 months. This was due to a number of concerns being raised regarding the scope of the study within the timeframe given, as well as the remuneration package. These concerns were primarily focused on revising the TOR and clarifying the linkages between the development impacts of migration.

LESSONS LEARNED

1. Prior to the receipt of the salary for the Project Associate, an agreement was negotiated between the PIOJ and IOM to simplify the payment of the salary of the Project Associate for the remainder of the project. The agreement stipulates that the Administrative Assistant / Project Associate would be given a full time IOM contract and would receive full monthly salary from IOM. PIOJ would then reimburse IOM 50% of the monthly salary from project funds once the funds have been received. This agreement became effective in July. Moving forward the MPU has learnt that arrangements can be negotiated to offset some challenges, such as delay in the receipt of GMG project funds.
2. Due to the delay in the commencement of the Migration Profile study as a result of revising the TOR, it has been learned that since Migration and Development is a new area, all TOR's relating to the project must be explicit about what is required regarding the linkages between Migration and Development.

RECOMMENDATIONS

1. Due to the overseen setbacks in implementation an extension is being requested for the project up to April 2013. This will facilitate the completion of the National Policy and Plan of Action as originally planned in time for the UN High-Level Dialogue on International Migration and Development. This may have financial implications that UNDP and the GMG will have to consider including the provision of additional staff to strengthen the capacity of the MPU.

2. Based on the nature of the work to be undertaken during 2012 including the establishment of 8 Sub-committees in January 2012, it is envisaged that there will be a need for at least one additional staff member for the MPU to ensure that project activities are implemented within the specified timeframe. The establishment of the sub-committees are a key activity for the Mainstreaming Migration into National Development Strategies component of the project and will also guide the process of developing the National Policy and Plan of Action. The activities of the sub-committees as well as the National Consultations will require extensive coordination and documentation, including preparation of the minutes from all sub-committee meetings. This activity will require additional project coordination and support to ensure that the project deliverables/outcomes are satisfactorily completed within the set timeframe.
3. The development of a stakeholder communication strategy for public sensitization of the policy has been identified by the MPU as a critical area for further consideration. Deliberations of the NWGIMD are on-going. However, it has been recommended that a wider pool of stakeholders needs to be targeted and involved in the consultative process at different stages in the policy development process. This strategy was not previously allocated for in the budget, and the NWGIMD/MPU believes it to be critical to engage as wide a cross-section of the population as possible in order to get consensus and buy-in and ultimately ownership. The MPU therefore intends to initiate dialogue on this approach at the next meeting of the Project Board where it will propose reallocation of funds to recruit and contract a communications specialist to develop and implement an advocacy strategy that will promote the policy and plan of action islandwide.
4. In preparation for the national and sectoral reviews at the completion of the Extended Migration Profile, the MPU has identified the need for the acquisition of a laptop and projector for the MPU. These resources are limited within the PIOJ based on the extensive work load and would be necessary for presentations at the national reviews to be conducted islandwide as well as presentations by experts to the sub-committees. Acquisition of laptop and projector for the MPU can be seen as a long term investment that will offset the cost of rental over the life of the project. This is also a matter to be raised at the next Project Board meeting for consideration.

II. RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2011

Donor	Responsible Party	Total Budget (US\$)	Programmable Budget (US\$)	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure

United Nations Development Programme - Jamaica						
Swiss Agency for Development and Cooperation (SDC)	PIOJ	10,791.05 ¹	10,309.30	7,904.65 ²	9,826.98 ³	482.32
Subtotals:		10,791.05	10,309.30	7,904.65	9,826.98	482.32
TOTALS:		10,791.05	10,309.30	7,904.65	9,826.98	482.32

¹ The original total budget allocated for 2011 was US\$53,000. However due to a delay in the transfer of project funds which were only received in quarter 4, and the change of operating modalities the budget allocated for 2011 was revised to US\$10,791.05 to reflect the budget for activities that could be feasibly carried out for the remainder of the year.

² An additional US\$8,223.88 was reimbursed to the PIOJ, for funds the PIOJ had advanced to carry out project activities during Quarters 2 and 3. Therefore, the total funds received during 2011 including reimbursements and advance of project funds amount to US\$16,128.54

³ This figure represents both the US\$8,223.88 expenditure incurred by the PIOJ during quarters 2 and 3 which was reimbursed by UNDP, and the US\$1,603.10 expenditure incurred after the advance of project funds received in quarter

III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p>Output 1: Development of National Policy and Plan of Action</p> <p><i>Baseline:</i> No National Policy on International Migration</p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> - Frequency of meetings of Project Board - Production of policy - Production of Plan of Action <p><i>Targets:</i></p> <ul style="list-style-type: none"> - Project Associate recruited and supporting project manager - Project Board meets quarterly - National policy in international migration produced - Plan of action produced - Policy integrated in national development plan 	<p><u>Activity Result 1:</u> Effective work planning and production of reports:</p> <p>Action 1.1: Recruit and contract Project Associate</p> <p>Action 1.2: Appoint sub-committee of National Working Group on International Migration and Development as Project Board</p> <p>Action 1.3 Quarterly meetings of project board</p> <p><u>Activity Result 2:</u> Stakeholders sensitised to project activities</p> <p>Action 2.1: Official public launch of project</p> <p>Action 2.2: Inaugural meeting of National Working Group on International Migration & Development (NWGIMD)</p>	<p>Service Contract Individual 6,000</p> <p>Communications 6,000</p> <p>Travel 1,000</p> <p>Training/Workshop/Conferences 5,000</p>	<p>5,676.19</p> <p>4,138.51</p>	<ul style="list-style-type: none"> • Project Associate contracted • First quarterly Project Board meeting held (date). Board members comprise representatives from UNDP, PIOJ, IOM, EU and UNFPA. The requirements and core functions of the Project Board were outlined. The Board members agreed on the QWP and the project tolerance for the quarter was set at 20%. It was decided that an integrated QWP including all three migration projects should be devised. • 76 persons sensitised to the project activities through the official public launch of the project. This event was also publicised in the local print and electronic media. • 30 persons attended the inaugural meeting of the NWGIMD. The members of the Working Group were informed of all three Migration Projects. TORs for the NWGIMD, consultancies for the Situation Analysis and Migration Profile were reviewed during the meeting and feedback was requested by May 12, 2011. 	<ul style="list-style-type: none"> - Project Associate contracted - 3 Project Board meetings held. 2 actual and 1 virtual. - 5 National Working Group on National Migration and Development (NWGIMD) meetings held - Draft Migration Profile received

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
	<p><u>Activity result 3</u> Development of Situation Analysis, including legal review of current policies.</p> <p>Action 3.1 contract consultant Action 3.2 conduct consultancy Action 3.3 produce report</p>	<p>Funded by IOM's Facility 1035</p>		<p>The IOM and PIOJ decided to merge the Situation Analysis with the Migration Profile. A Consultant was contracted to develop an Extended Migration Profile which will incorporate the deliverables included in the Situation Analysis TOR. The consultancy was due to begin by the end of July, but started on September 1. This was due to the consultant seeking clarification on the scope of the study in relation to the TOR and the summary of main actions, timelines and deliverables.</p>	
	<p><u>Activity Result 4:</u> Development of the National Policy</p> <p>Action 4.1 Recruit & contract consultant</p>	<p>5,000</p>	<p>0</p>	<p>Due to the delay in the commencement of the Extended Migration Profile, the recruitment of the consultant to develop the National Policy has been postponed until the next quarter. The consultancy will begin once the Extended Migration Profile is completed in February.</p>	
<p>Output 2: Development of International Migration Sub Policies</p> <p><u>Baseline:</u> Absence of thematic policies relating to international migration</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - # of thematic sub-committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD 	<p><u>Activity Result 1:</u> Development of sub-theme reports for use by NWGIMD</p> <p>Action 1: Define the sub-committees and prepare TORs</p>	<p>20,000</p>	<p>0</p>	<p>The consultant hired to produce the Extended Migration Profile prepared a list of sub-themes which was reviewed and revised by the MPU and IOM. The revised sub-themes will be used to formulate the sub-committees. A TOR for the sub-committees has been developed by the MPU Project Manager and feedback was sought from the members of the NWGIMD, Project Board and GMG.</p>	<p>8 international migration and development sub-themes identified.</p>

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<ul style="list-style-type: none"> - # of sub-policies produced by NWGIMD - 11 sub-committees of NWGIMD established - 11 technical reports produced by sub-committees of NWGIMD <p>Targets:</p> <ul style="list-style-type: none"> - 11 sub-policies produced by NWGIMD 					

IV. IMPLEMENTATION CONSTRAINTS/CHALLENGES, RISKS, LESSONS LEARNT & RECOMMENDATIONS.

Implementation Constraints	Significance	Response/Action
<p>1. Change in the initial scope of the project to include three projects.</p>	<p>High⁴</p>	<ul style="list-style-type: none"> Part-time Project Associate made full-time. Integrated Annual and Quarterly Workplans have been developed for ease of reference.
<p>2. Delay in the release of the first and second tranche of funds.</p>	<p>High</p>	<ul style="list-style-type: none"> PIOJ forwarded some payments pending reimbursement from the GMG counterparts. Agreement negotiated between PIOJ and IOM, for the Administrative Assistant/Project Associate to given a full-time IOM contract and to be paid the full monthly salary by IOM. PIOJ are to reimburse IOM 50% of the monthly salary from GMG project funds once received. Decision made not to recruit a consultant to develop TOR for the sub-committees. MPU drafted the TOR to mitigate against further delay of project activities.
<p>3. Postponement of some GMG project activities due to delay in receipt of project funds</p>	<p>High</p>	<ul style="list-style-type: none"> Discussions initiated with UNDP CO regarding a request for an extension of the GMG project Alternative Annual Work Plans developed in relation to a possible project extension. This incorporates revisions to the planned budget for activities in 2011 and 2012 and an AWP for 2013. The total project budget remains unchanged.
<p>4. NWGIMD unclear about the inter-relation of the components of the projects.</p>	<p>High</p>	<p>Presentation to the NWGIMD by Project Manager on the components of the projects and how they inter-connect.</p>

⁴ 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

<p>5. Lack of support and commitment by stakeholders on NWGiMD to reviewing project documents, minutes of meetings, terms of reference etc..., in a timely manner.</p>	<p>Medium</p>	<p>All Project documents and TORs sent to members of the NWGiMD. NWGiMD members were also asked to outline what they can contribute to the projects given their specific skills and their understanding of the deliverables.</p>
<p>6. Unavailability of Chair of NWGiMD for regular meetings</p>	<p>High</p>	<p>MFART agreed to nominate a representative to chair meetings when the NWGiMD Chairperson is unavailable. Alternatively PIOJ Deputy Chairperson will chair meetings if necessary.</p>
<p>7. Three month delay in the start of the Extended Migration Profile.</p>	<p>Medium</p>	<p>Request made to IOM for an extension of the project to develop a 'National Policy and Plan of Action on International Migration and development'.</p>
<p>8. First draft of Implementation plan for Migration Profile and rapid assessment to identify migration and development sub-themes were not satisfactory</p>	<p>Medium</p>	<ul style="list-style-type: none"> Meeting held with Consultancy team to clarify expectations Sample Implementation plans forwarded to the Consultancy Team as a guide Strategic meeting between PIOJ and IOM Kingston was held to revise sub-themes
<p>9. Migration Profile consultant advised that an analysis on the relationship between Migration and Development cannot be included in the MP</p>	<p>Medium</p>	<p>Decision made for a Situational Analysis to be conducted as part of the development of the National Policy Consultancy.</p>
<p>Risks</p>		
<p>If the NWGiMD is not successfully engaged then key stakeholders might be underutilised or lose interest.</p>	<p>Critical</p>	<p>Assessing strategies to maintain interest and ensure buy-in of MDAs.</p>

<p>The delay in the commencement of the Extended Migration Profile will have implications for the timeline within which the National Policy and Plan of Action will be developed</p>	<p>Critical</p>	<p>Care will have to be taken to recruit and contract an expert team of consultants who can work effectively with competing priorities and within timelines for the development of the policy and plan of action.</p>
--	-----------------	---

LESSONS LEARNT AND RECOMMENDATIONS:

- The appointment of a Minister to chair a technical level committee poses significant challenges for a project of this nature. This will require further dialogue with the Ministry of Foreign Affairs and Foreign Trade on the approach to Chairmanship of the NWGIMD.
- Recruiting the consultant for the Migration Profile by sole sourcing has cost the project in terms of time. The lesson learned from this is that all future recruitment will be advertised locally and internationally.
- The decision to not recruit a consultant to draft the TOR for sub-committees, but for the MPU to draft the TOR has saved money and mitigated against further delay in establishing the sub-committees.
- Due to the delay in the commencement of the Migration Profile study as a result of revising the TOR for better clarification, it has been learned that since Migration and Development is a new area, all TOR's relating to the project must be explicit about what is required regarding the linkages between Migration and Development

V. PARTNERSHIPS AND SUSTAINABILITY

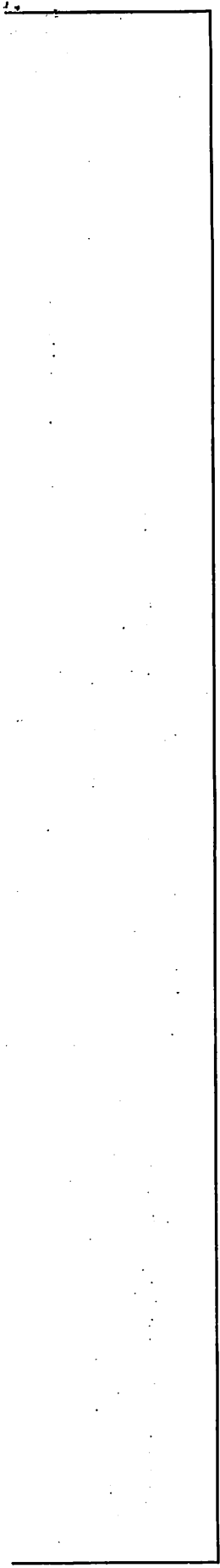
Partnerships	Impact on/Contribution to Project Activities
UN Women	UN Women have agreed to provide international expertise to the sub-committees, in order to ensure that gender is appropriately integrated into the sub-theme reports.
Global Forum on Migration and Development (GFMD)	A GFMD meeting on 'Domestic Care Workers at the Interface of Migration and Development: Action to Expand Good Practice' was held in Jamaica on September 7 and 8, 2011 and was organized by PIOJ, Ministry of Foreign Affairs and Foreign Trade, the Swiss Chair of the GFMD, IOM and UN Women. This resulted in an increase in awareness of Gender implications to be considered throughout the project.
SUSTAINABILITY	
<p>A National Working Group on International Migration and Development (NWGIMD) was established on May 5, 2011. It is an inter-agency group with responsibility for ensuring the formulation and implementation of an international migration and development Policy and Plan of Action for Jamaica. The NWGIMD is comprised of technical experts and policy analysts from Ministries, Agencies and Departments; Academia; Private Sector; Non-Governmental organizations; and international development partners who have a stake in migration and development issues. The responsibilities of the NWGIMD are to: (i) Provide oversight for the process of development of a National Policy and Plan of Action on International Migration and Development and (ii) operate as a Standing Committee for the coordination and implementation of the national policy and facilitation of institutional coherence on migration and development issues in Jamaica.</p>	

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
	Main Activity Description: <u>Activity Result 2:</u> Development of an Extended Migration Profile								
	Action 2.1: National consultations on Migration Profiles	X				MPU	EU/LAC	Consultant	13,500
	Action 2.2: Production of final report - Migration Profile	X						National Consultations	5,000 EUR ⁵ (US\$6,459.94)
	Action 2.3: Launch and Follow up	X						Editing and layout	6,000 EUR (US\$7,751.93)
								Publication and Distribution	4,500 EUR (US\$5,813.95)
								Launch – Action Plan based on recommendations of the MP	2,000 EUR (US\$2,583.97)
	Main Activity Description: <u>Activity Result 3:</u> Development of the National Policy								
	Action 3.1 Conduct consultancy	X	X			MPU	IOM	Consultancy/ Editing/Printing	32,350
								IOM Experts	7,400
							UNDP	75700 Training/ workshops/ conferences	10,000

⁵ 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 €0.774 for January 2012.

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
	Action 3.2 produce reports			X			71300 Local Consultants	6,000	
	Action 3.3 review by NWGIMD			X			71600 Travel	2,500	
	Action 3.4 Public consultation in Kingston			X					
	Action 3.6 Submission to Cabinet			X					
Main Activity Description: <u>Activity Result 1:</u> Development of sub-theme reports for use by NWGIMD.									
Output 2: Development of International Migration Sub Policies <i>Baseline: Absence of thematic policies relating to international migration</i> <i>Indicators:</i> <ul style="list-style-type: none"> - # of thematic sub-committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by sub-committees <i>Targets:</i> <ul style="list-style-type: none"> - 8 sub-committees of NWGIMD established - 8 technical reports produced by sub-committees of NWGIMD - 8 sub-policies produced by sub-committees 	Action 1.1: Technical reports from sub-committees provided to NWGIMD		X			UNDP	71600 Travel ⁶	28,000	
	Action 1.2: Technical reports from sub-committees reviewed by NWGIMD		X			IOM	Training/ workshops/ conferences	5,500	
	Action 1.3: Technical reports Approved as sub-policies of IM policy		X				IOM Experts	7,400	

⁶ This is to cover the travel, accommodation and daily subsistence allowance for the International Experts who will provide technical expertise to the Sub-Committees.



Annex I: Annual Work Plan 2012

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<p>Output 1: Development of National Policy and Plan of Action</p> <p>Baseline: No National Policy on International Migration</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Frequency of meetings of Project Board - Production of policy - Production of Plan of Action <p>Targets:</p> <ul style="list-style-type: none"> - <i>Project Board meets quarterly</i> - <i>National policy in international migration produced</i> - <i>Plan of action produced</i> - <i>Policy integrated in national development plan</i> 	Main Activity Description: Activity Result 1: Effective work planning and production of reports								
	Action 1.1: Quarterly meetings of project board	X	X	X	X	MPU	UNDP	71405 Service contract individual (Project Associate)	16,500
	Action 1.2: Contract Project Manager				X			Service contract individual (Project Manager)	13,200
	Action 1.3: Monthly meetings of NWGIMD	X	X	X	X			72400 Communications	2,640
							72800 IT Equipment	4,000	
							iOM	Individual Service Contracts	33,300
								Office Supplies	1,750
								Refreshments	450

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<p>Output 3: Development of Implementation Plan</p> <p><i>Baseline: No plan to support Ministries, Departments and Agencies(MDA's) implementation of national policy on international migration</i></p> <p>Indicators:</p> <ul style="list-style-type: none"> - Consultancy for the development of implementation plan - Consultation with MDAs on implementation plan - Production of implementation plan - Development of M & E plan - Measurement of indicators under national M&E mechanism <p>Targets:</p> <ul style="list-style-type: none"> - Consultancy conducted to develop implementation plan - All targeted MDAs consulted on draft implementation plan - Implementation plan produced - M & E plan developed <p>Measurement of migration policy indicators through Jams'tats</p>	Main Activity Description: Activity Result 1: Consultant to develop an Implementation Plan								
	Action 1.1 Engage consultant		X			MPU	UNDP	71300 Consultant	15,000
	Action 1.2 Draft implementation plan			X					
	Action 1.3 Consult with stakeholder MDAs				X				
	Action 1.4 Submit implementation plan for approval by NWGIMD				X				
	Main Activity Description: Activity Result 2: Measurement of IM policy indicators through national mechanism								
	Action 2.1 Engagement of consultant			X		MPU	UNDP	71300 Consultant	3,000
	Action 2.2 Development of Monitoring and Evaluation Instrument				X				
<p>Output 4: Capacity of MDAs to implement national policy on international migration developed</p> <p><i>Baseline: Ministries, Departments and Agencies(MDA'S) have limited capacity to implement migration policy coherently</i></p>	Main Activity Description: Activity Result 1: Capacity Development Strategy to implement migration policy								
	Action 1.1. Develop TOR and recruit consultant			X		MPU	UNDP	71300 Consultant	15,000

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<p><i>Indicators:</i></p> <ul style="list-style-type: none"> - # of selected Ministries, Departments and Agencies (MDAs) whose capacity to implement IM policy have been assessed <p><i>Targets:</i></p> <ul style="list-style-type: none"> - Capacity assessment of MDA's to identify the gaps in implementation of Action Plan 	Action 1.2. Capacity Assessment of MDAs to identify the needs and gaps in implementation of Action Plan				X				
Monitoring & Evaluation (Reporting)	Monthly Activities Report								
	Quarterly Report and Work-Plan Update								
	Annual Project Reporting				X				
TOTAL								240,099.79	



Annex II: Assets Inventory

Project Title:

Award Number: 000

Project Number: 000

Date of Report:

Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
1	JAM10	B0512	Vehicle								
2			Vehicle								
3			Vehicle								
4			Vehicle								
Asset Profile 2 - Furniture											
5			Furniture or Fixture								
6			Furniture or Fixture								
7			Furniture or Fixture								
8			Furniture or Fixture								
Asset Profile 3 - Electrical											
11			Electrical Equip. or Computer								
12			Electrical Equip. or Computer								
Asset Profile 4 - Heavy Machinery											
13			Heavy Equip. or Generator								
14			Heavy Equip. or Generator								
15			Heavy Equip. or Generator								
16			Heavy Equip. or Generator								

Asset Profile 5 - Non Capitalized Items	
17	Other (less than 1,000 \$)
18	Other (less than 1,000 \$)
19	Other (less than 1,000 \$)
20	Other (less than 1,000 \$)

Project Manager

UNDP Programme Advisor

Deputy Resident Representative

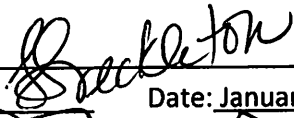

[Signature]
Date & Signature

[Signature]
Date & Signature

[Signature]
Date & Signature

[Signature]
Date & Signature

20/02/12
[Signature]

Project Management: Prepared by: Toni-Shae Freckleton  Date: January 18, 2012
Approved by: Easton Williams  Date: January 18, 2012

UNDP Resource Persons: Sonia Gill, ARR & Programme Advisor – Governance
Itziar Gonzalez, Programme Analyst – Governance

Received 23/01/2012
