

## ANNUAL WORK PLAN 2012

**Project Title** **Enhancing Civil Society Participation in Local Governance for Community Safety**

**UNDAF 2007-11 Outcome 5:** By 2011, increased capacity of government and targeted communities to attain a more peaceful, secure and just society

**Expected CPAP 2007-11 Outcome(s):** i) Improved governance and enhanced sectoral and inter-sectoral response to social injustice, instability and insecurity; iii) A sustained reduction of violence and social injustice in targeted communities.

**Expected CPAP 2007-11 Output(s):** 5.1.3 Improved capacity of government in programming, planning, implementation and monitoring and evaluation; 5.3.5 Strengthened capacity of community stakeholders to support community policing and protection

**Implementing Partner:** Ministry of Local Government and Community Development

**Responsible Parties:** Crime Prevention and Community Safety Unit (Ministry of National Security), Planning Institute of Jamaica, National Association of Parish Development Committees, Social Development Commission

### Brief Description

Crime and violence, within homes, schools and communities are among the most pressing social issues currently facing Jamaica. Difficulties in achieving and sustaining good governance at the community level, and articulating local needs with national institutional responses have hampered efforts to achieve desired levels of community safety in Jamaica. This project takes a citizen security approach to developing sustainable long-term strategies that focus on improved partnerships between civil society, local authorities, and central state agencies to prevent and mitigate the effects of crime and violence level.

OBJECTIVE 1: Strengthened civil society participation in local governance


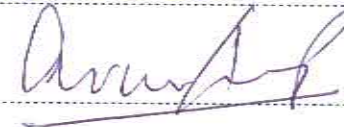
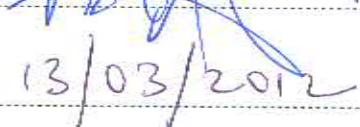
OBJECTIVE 2: Establishment of coordinated local civil society and state responses to crime and violence

OUTPUTS:

1. Development of local authorities' and civil society organizations' capacity to promote and secure participatory local governance
2. Development of local authority level mechanism/s under the Community Renewal Programme and the Crime Prevention & Community Safety Strategy

Programme Period:	2007-2011
Key Result Area (Strategic Plan):	2.1/2.2
Atlas Award ID:	00061406
Start date:	1 April 2011
End Date:	31 December 2012
PAC Meeting Date:	21 February 2011
Management Arrangements:	NIM

2012 AWP budget:	168,400
Total resources required:	255,000
Total allocated resources:	255,000
• Regular:	5,000
• Other:	
○ Donor:	250,000
○ Government:	_____
Unfunded budget:	_____
In-kind Contributions:	_____

	Title	Signature	Date
<b>Ministry of Local Government and Community Development</b>	<i>Dir. LOCAL GOVT. ADMINISTRATION</i> <b>ROBERT H.P. HILL</b>		<b>FEB 29, 2011</b>
<b>United Nations Development Programme</b>			<b>13/03/2012</b>



**ANNUAL WORK PLAN: JANUARY 1 TO DECEMBER 31, 2012**

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Qtr 1	Qtr 2	Qtr 3	Qtr 4		Funding Source	Budget Description	Amount \$
<b>Output 1:</b> Development of local authorities' capacity to promote and secure participatory local governance  <b>Baseline:</b> Local governments are not fulfilling their potential pivotal role in community safety, establishing local priorities through engagement of civil society, fostering multi-sectoral partnerships, defining action plans and coordinating the delivery and evaluation of interventions. The coordination capacity of local authorities remains limited, and governance structures are weak. Civil society needs support in raising public awareness about safety and the relevance to local governance. <b>Indicators:</b> - Frequency of meetings held by Project	<b>1. Activity Result:</b> Monitoring and work planning of project activities  <b>Action 1.1 - Project Stakeholder Committee meetings held quarterly</b>	X	X	X	X	PIOJ	DGTF	Service Contract - Individual	60,000.00
	<b>Action 1.1.1 - Project Stakeholder Committee meetings held quarterly</b>	X	X	X	X	MLG		Supplies	700.00
	<b>Action 1.2 - Field/ site visits conducted</b>	X	X	X	X			Communication and Audio Visual Equipment	1,500.00
	<b>Action 1.3 - Submission of quarterly reports to Project Board</b>	X	X	X	X			Travel	1,500.00
	<b>Action 1.4 - Preparation and submission of Annual Reports</b>				X				
	<b>2. Activity Result:</b> Assessment of nine parishes  <b>Action 2.1 - Assessment conducted</b>  <b>Action 2.2 - Preparation of report</b>	X	X		X	SDC/ Local Consultant	DGTF	Training Workshops, Conferences	14,500.00
								Local Consultant	2,000.00





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EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity/ results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Qtr 1	Qtr 2	Qtr 3	Qtr 4		Funding Source	Budget Description	Amount \$
violence on-line course - % of PSC members enrolled in Safety Audit training at UTECH  <b>Targets:</b> - Support delivered to build capacity of parish councils and civil society	<b>5. Activity Result:</b> Public Communication programme on establishment of PSC prepared and implemented by PDCs  <b>Action 5.1 –</b> Consultations held with civil society		X			MLG  NAPDEC	DGTF	Local Consultants  Training, Workshops, Conference	3,000.00  1,500.00

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		Qtr 1	Qtr 2	Qtr 3	Qtr 4		Funding Source	Budget Description	Amount \$
<p>to consult and collaborate in all selected local authorities</p> <p>- Public messages about establishment of PSCs disseminated in all targeted local authorities</p> <p>- 75% of local authorities and PDCs trained in monitoring and evaluation of local development initiatives</p> <p>- 75% of Parish Safety Committee 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><b>Related CP outcome:</b> Improved governance and enhanced sectoral and inter-sectoral response to social injustice, instability and insecurity</p>	<p>organisations</p> <p>Action: 5.2 Research &amp; Prepare communication messages</p> <p>Action 5.3 Deliver/publish communication messages</p>								
<p><b>Output 2:</b> Development of local authority level mechanism under the Crime Prevention &amp; Community Safety Strategy</p> <p><b>Baseline:</b> Local forums</p>	<p><b>1. Activity Result:</b> Assessment of existing Crime Prevention Committees</p> <p><b>Action 2.1 –</b> Production of report</p>	X				MNS (CP&CSU)	DGTF	Audio Visual & Print Production Costs	0.00
								Travel	0.00

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EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Qtr 1	Qtr 2	Qtr 3	Qtr 4		Funding Source	Budget Description	Amount \$
		<p>are needed to effectively coordinate civil society and government planning and actions on citizen security at the local level. Additionally there is no widely accepted template for parish safety planning. Many of the plans currently being developed do not include rigorous risk factor analysis.</p> <p><b>Indicators :</b></p> <ul style="list-style-type: none"> <li>- # of parish councils with fully constituted and operational Parish Safety Committees</li> <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> </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</li> </ul>	<p><b>2. Activity Result:</b> Decision by MDAs on the location of PSCs within local governance structures</p> <p><b>Action 2.1 -</b> Convene the stakeholder MDAs to finalise decisions on the placement of Parish Safety Committees within the local government framework for divisional commanders in selected parishes</p>		X				MLG  MNS (CP&CSU)
<p><b>3. Activity Result:</b> Formulation and agreement on detailed TOR for PSCs</p> <p><b>Action 3.1 -</b> Consultation held targeting local authorities and PDCs</p>			X			MLG  MNS (CP&CSU)  SDC	DGTTF	Training, Workshops, Conferences  Travel	3,000.00  1,000.00
<p><b>4. Activity Result:</b> Development of Parish Safety Plan Template</p>						DLG	DGTTF	Training, Workshops, Conferences	3,000.00



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		Qtr 1	Qtr 2	Qtr 3	Qtr 4			Budget Description	Amount \$	
<p>meetings</p> <p>- 75% of Parish Safety Committee members trained in the use of the parish safety plan template</p> <p>- 100% of Parish Safety Committees implementing the parish safety plan template</p> <p><b>Related CP outcome:</b></p> <p>Improved governance and enhanced sectoral and inter-sectoral response to social injustice, instability and insecurity</p>	<p><b>Action 4.1 -</b> Conduct consultations with targeted local authorities and PDCs</p>		X			NAPDEC	Funding Source	Audio Visual & Print Production Costs	500.00	
	<p><b>5. Activity Result:</b> Formulation and implementation of action plan for provision of operational support to PSC.</p> <p><b>Action 5.1 -</b> Conduct discussions among MDAs about action plan</p> <p><b>Action 5.2 -</b> Implementation of action plan</p>	<p><b>5. Activity Result:</b> Formulation and implementation of action plan for provision of operational support to PSC.</p> <p><b>Action 5.1 -</b> Conduct discussions among MDAs about action plan</p> <p><b>Action 5.2 -</b> Implementation of action plan</p>		X	X		MNS (CP&CSU)	DGTF	Training, Workshops, Conferences	3,500.00
	<p><b>6. Activity Result:</b> Training of Parish Safety Committee members and Parish Safety Committee Coordinators in use of parish safety plan template</p> <p>Action 6.1 - Implementation of training workshops.</p>	<p><b>6. Activity Result:</b> Training of Parish Safety Committee members and Parish Safety Committee Coordinators in use of parish safety plan template</p> <p>Action 6.1 - Implementation of training workshops.</p>		X	X		SDC MLG	DGTF	Local Consultants	4,000.00
								Travel	1,000.00	
								Training, Workshops & Conferences	6,000.00	



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		Qtr 1	Qtr 2	Qtr 3	Qtr 4		Funding Source	Budget Description	Amount \$
	7. Activity Result Capacity Assessment of PSCs					DGTF	Local Consultants	4,000.00	
	Action 7.1 – Assessment conducted				X		Travel	2,000.00	
	Action 7.2 – Production of report				X		Training, Workshops & Conferences	4,500.00	
<b>TOTAL</b>								<b>168,400.00</b>	

