

ASSET INVENTORY

Project Title: Strategic Flexible Funding Mechanism
Award Number: 00050953
Project Number: 00063208
Date of Report: Dec-12



S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
Asset Profile 1 - Vehicles											
1	JAM10	B0512	Vehicle								
2	JAM10	B0512	Vehicle								
3	JAM10	B0512	Vehicle								
4	JAM10	B0512	Vehicle								
Asset Profile 2 - Furniture											
5	JAM10	B0512	Furniture or Fixture								
6	JAM10	B0512	Furniture or Fixture								
7	JAM10	B0512	Furniture or Fixture								
8	JAM10	B0512	Furniture or Fixture								
Asset Profile 3 - Electrical											
9	JAM10	B0512	Electrical Equip. or Computer								
10	JAM10	B0512	Electrical Equip. or Computer								
11	JAM10	B0512	Electrical Equip. or Computer								
12	JAM10	B0512	Electrical Equip. or Computer								
Asset Profile 4 - Heavy Machinery											
13	JAM10	B0512	Heavy Equip. or Generator								
14	JAM10	B0512	Heavy Equip. or Generator								
15	JAM10	B0512	Heavy Equip. or Generator								
16	JAM10	B0512	Heavy Equip. or Generator								
Asset Profile 5 - Non Capitalized Items											
17	JAM10	B0512	Other (less than 1,000 \$)								
18	JAM10	B0512	Other (less than 1,000 \$)								
19	JAM10	B0512	Other (less than 1,000 \$)								
20	JAM10	B0512	Other (less than 1,000 \$)								
TOTAL									\$0.00		

Project Manager
 Date and Signature

[Signature]
 18/3/13

Programme Officer
 Date and Signature

[Signature]

Deputy Resident Representative
 Date and Signature

[Signature]

Annex III Risk Log

	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	The FSC Project was affected by Hurricane Sandy during which there was a loss of electricity. Consultant was unable to produce deliverable to agreed timelines.	About September/October 2012.	Environmental	1 (low) to 5 (high) P =5 Impact 3	Contact was made with consultant who explained the difficulties to complete assignment.	Project Consultant	Project consultant	October 2012	Dead. Project has ended.
2.	The Ministry of Justice entered into a contract with the consultant to pay 50% of the agreed funds before commencement of the project and before submission of a deliverable	At the start of the consultancy in August 2012	Monetary loss	P = 3 Impact 5 (high)	Additional Funds have been restricted to Flex Fund Account by development partner to prevent further disbursements.	Project Consultant	Development Partner and local Counterpart	August 2012	dead
3.	Delay in achieving an IMF Agreement for the implementation of new projects	2012	governmental	P 4(medium) Impact 5(high)		Project consultant	Project consultant	January 2013	pending

Annex IV Issues Log

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Failure of one project consultant to provide timely updates for project reporting.	Sept. 2012	Operational	Affects the ability to satisfy reporting requirements. Impact 5 (high) Priority =5	Reports to Ministry of Justice	PROJECT Consultant.	Project consultant	January 2012.	.pending,
2.	Low implementation rate and relatively low project expenditure	2012	Operational	Reduces project delivery Impact 4 (high) Priority =5	Ministries have been requested to submit requests. Development Partner has reduced budgeted allocation to the project.	Project Consultant.	Project consultant	January 2012	pending,
3.	Insufficiency of legal drafters for consultancies.	2011	operational	Inordinate delays in start of consultancies 1 5 (low) Priority =5	CPC requested to update listing to include other qualified professionals in Private practice.	Project consultant	Project manager.	2012	pending,

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Project management	August 2012	No particular success identified.	Design of the contract wherein an agreement was reached that the consultant should receive 50% of total fees for mobilization on signing. Mobilization fees are usually in the vicinity of 15-20%. The consultant not being accountable to the party responsible for project funds but to the Ministry that engaged his services. Based on this arrangement, difficulty was experienced satisfying reporting requirements of the development partner	Given that the PIOJ is responsible for the funds allocated to the project, greater involvement should have been taken in the drafting of the contract to ensure consistency with standard mobilization practices. This challenge has not been overcome. The PIOJ was advised that the consultant has submitted a report with recommendations to the Ministry of Justice for Cabinet review. The PIOJ needs to request deliverables at the next request by the MOJ for a disbursement of funds.	December 2012.
2.	Project Results	November 2012	Drafting Instructions for amendment of FSC legislation was successfully completed. Consultant did not veer from the commitment to complete deliverables despite extenuating circumstances. (leg injury from a fall and loss of electricity from Hurricane Sandy.) The FSC was also timely in their review and gave suggestions for completion of deliverables.	Hurricane Sandy was a challenge that was unanticipated. Work on the project was temporarily disrupted owing to the loss of electricity, and injuries suffered by the consultant.	Completion of the project was delayed. No-cost extensions were granted to overcome this difficulty.	Sept. 2012

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
3.	Organizational	Oct. 2012	The contracting process was smoothly handled. There was also constant communication among the parties during which clarification was provided for the consultant on issues raised.	Although the consultant was unable to start the assignment at the time initially proposed by the BOJ, the Bank was behind schedule with some background research papers that were to be provided at the start of the contract.	The documents were eventually provided and the consultant was able to start the assignment, however it would have been a more efficient arrangement if the Bank had made the extra effort to have all documents ready at the start of the contract.	Dec. 2012
4.	organizational	Aug. 2012		Legislative drafting is a specialist area and not many lawyers are in possession of this skill. Projects requiring this skill are often subject to delays as the few persons in the profession often have several commitments. This was the situation experienced in the effort to identify a drafter for the OMNIBUS legislation.	The Chief Parliamentary Counsel was asked to recommend a suitable person after a number of drafters were asked to confirm their availability, which they could not, based on previous commitments. Unless the pool of drafters is extended there is no short-term solution to this problem.	Sept./Oct. 2012
5.	organizational	Sept./Oct. 2012		Lengthy delays were experienced to get Terms of Reference from ministries requesting support for projects and the problem appears to be the lack of persons with the relevant skills for their preparation.	Some assistance was provided by the PIOJ but the need exists for capacity building in this area.	

Project Management: Prepared by: <u>Smith Wilkin</u> Date: <u>18/3/13</u>
Approved by: <u>Acha S</u> Date: <u>18/3/13</u>

UNDP Resource Persons: Name, Programme Advisor – Governance, Environment & Energy, Poverty Reduction Name, Programme Analyst – Governance, Environment & Energy, Poverty Reduction
Accepted by: _____ Date: _____

