



QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	April 1 – June 30, 2011		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration in National Development Strategies		
Project Duration:	May 1, 2011 – December 31, 2012		
Implementing Partner:	Planning Institute of Jamaica		
Responsible Parties:	Planning Institute of Jamaica		
Overall Project Coordinator:	Mr. Easton Williams		
Date:	July 12, 2011		
Current year Approved Budget:	US \$53,000		
Current quarter advance:	N/A	Current qtr exp:	US \$4,892.46
Annual expenditure to date:	US\$4,892.46	Current Year Delivery to date:	

I. QUARTERLY SUMMARY OF ACTIVITIES

During the quarter, there were no significant delays in completing the planned activities according to the quarterly work plan. The Migration Project Policy Unit (MPU) however, faced significant financial and human resource constraints. The project document was signed on May 5, 2011 at the launch of the projects. However, 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. These steps were received piecemeal and this resulted in setbacks in finalising the project document and letter of agreement (LOA) between UNDP and Planning Institute of Jamaica (PIOJ). This ultimately delayed transmission of the first tranche of funds to support this quarter's activities. A decision was taken by PIOJ to utilize funds from other projects to facilitate project activities. The total amount currently expended by the PIOJ is J\$418,403.48¹. These funds are to be reimbursed when payment of the first disbursement is made. Steps have already been taken by the MPU to work more closely with UNDP Jamaica to ensure procedural programming requirements are planned for and treated with expedience. The final project document was approved by GMG on June 23, 2011 and the signed LOA was submitted on July 6, 2011.

The following activities were undertaken during the period April 1 – June 30, 2011:

¹ See Resources and Expenditure

- I. Project Launch – On May 5, 2011 over 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. A link to a news story on the launch was also shared with counterparts and other stakeholders through UNDP Jamaica Country Office. This link is available at <http://www.jamaica-wants-developed-countries-to-compensate-for-brain-drain> 8762772. Copies of the Handbook for policy makers and practitioners were displayed during the launch and referenced during presentations on the project.
- II. Project Associate contracted – The Project Associate was initially seconded from IOM to the MPU on a part-time basis to give support to the National Policy and Plan of Action on International Migration and Development. With the addition of the Mainstreaming Migration into National Development Strategies project and the development of a Migration Profile to the Unit's responsibilities, the Project Associate was subsequently upgraded to full-time staff. All expenses related to the remuneration for the Project Associate will be shared equally between IOM and UNDP and will be detailed in the resources and expenditure.
- III. Development of Annual and Quarterly Work Plan for MPU – An Integrated workplan, an annual workplan and quarterly workplans have been developed to achieve the target of effective work planning and production of reports.
- IV. Project Board - In accordance with UNDP's management of programmes and projects requirements, a Project Board was appointed and the first quarterly meeting held on (date). The Project Board discussed: (i) the role of the IDPs (ii) setting the project tolerance; and (iii) approval of workplans. The tolerance was set at 20.0 per cent and the workplans signed and agreed. The Project Board sought to clarify the reporting relationship and levels of responsibility between the Project Board, the NWGIMD and the MPU. It was agreed by the Project Board that there would be no link or reporting relationship with the NWGIMD. The second meeting scheduled for June has been delayed pending the completion of this quarterly report. In the event that the Project Board is unable to meet, the relevant documents will be circulated by email for feedback and approval.
- V. The meeting of the Project Board recommended that due to the interconnectedness of all three projects, and to decrease the administrative burden on the project team, an Integrated Quarterly Workplan should be developed for the next quarter. This has been completed and will be ratified at the next meeting of the Project Board.
- VI. National Working Group on International Migration & Development (NWGIMD) established - Key stakeholders in Migration and Development have been brought

together as the NWGIMD. The NWGIMD will execute its responsibility through two phases: (A) for the completion of the project for the development of the (i) The Situation Analysis; (ii) the Policy and Plan of Action; and (iii) the Migration Profile; and (iv) ensure the Mainstreaming of Migration Into National Development Strategies; and (B) focal point for the national policy and institutional coherence on migration and development issues in Jamaica.

During the quarter, two meetings of the NWGIMD were held (include the dates of the meetings). Terms of reference (TOR) for the NWGIMD were developed. This will also be finalized at the next meeting of the Project Board. Project documents and PDF versions of the Handbook for policy makers and Practitioners have been made available to members.

The MPU faced a challenge this quarter setting NWGIMD meeting dates for the upcoming quarter. This was due to the busy work schedule of the Chair, Senator the Honourable Marlene Malahoo Forte, State Minister in the Ministry of Foreign Affairs and Foreign Trade (MFAFT). This was discussed at the Project Board meeting and a decision was taken that the MPU have further dialogue with MFAFT regarding the chairmanship of the NWGIMD. In the interim, the MPU has been strategizing how best to engage and retain the membership of the NWGIMD moving forward. To date, the MPU has increased dialogue with the NWGIMD as the first steps to minimize attrition.

- VII. Recruit and contract Consultant for Situation Analysis and the Migration Profile – Due to the specific skills set required for the consultancy, a decision was taken to recruit the consultant using the sole source procurement method. A consultant has subsequently been identified and the TOR has been developed. The PIOJ and IOM are currently in negotiations with the consultant.

Based on the nature of the upcoming project activities, the MPU in further discussions with PIOJ projects that the staff complement of the Unit will have to be increased as the workload of the Unit increases. The MPU currently is the Secretariat to the three migration and development projects being implemented by the PIOJ. The MPU consists of the Project Manager and the Project Associate. Although the deliverables of the projects are integrated, the specific activities differ across the projects. On completion of the Situation Analysis, some 11 thematic sub-committees will be established to guide the process of development for 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. Other activities (for example 2011, Output 2: Activity Result 1 and 2012, Output 4: Activity Result 1) may require additional project coordination and support.

As this project will form a best practise for GMG, it is keen and insightful to have a Documentalist/ Coordinator on staff to provide additional project management and coordination support to the MPU. The role of the Documentalist/Coordinator be primarily to document and compile the experiences, process and coordination of the development,

implementation, monitoring and evaluation of all inter-agency work plans under the projects. This will include: (i) the preparation of reports documenting the complete process for the projects to be used as a reference guide and to detail how project objectives are achieved, (ii) provision of logistical support to the inter-agency management and coordination process, and (iii) facilitating the effective monitoring and evaluation of inter-agency collaboration on the project. UNFPA has indicated potential support in this regard and has also indicated that the skills of the Documentalist/Coordinator are required based on the nature of the Project to ensure overall project deliverables are satisfactorily met on a timely basis. TOR for the Documentalist/Coordinator will be developed and circulated for feedback.

II. RESOURCES AND EXPENDITURE

RESOURCE & EXPENDITURE REPORT BY DONOR - 2011						
DONOR	COMMITTED (US\$) as per the cost sharing	RECEIVED (US\$)	EXPENDITURE (US\$)			Remaining Funds (US\$) Received – Total Expenditure
			Period Prior to [ex.Q2 2011]	[ex.Q2 2011]	TOTAL, i.e. Prior to Q1 + Q2	
Swiss Agency for Development and Cooperation (SDC)	53,000	0.00	0.00	4,892.46	4,892.46	N/A
Total	53,000	0.00	0.00	4,892.46	4,892.46	

AND

PROJECT EXPENDITURE FOR REPORTING PERIOD					
Activity	Requested US\$	Received JA\$	Date Received	Disbursed by IP JA\$	Balance ² JA\$
Output 1 Activity Result 1 – Effective work planning and production of reports: <ul style="list-style-type: none"> Contracted Project Associate Project Board established First quarterly meeting of the Project Board 	3,750	0.00	To be received	Activity Result 1: J\$143,736.48	J\$176,963.52
Output 1 Activity result 2 – Stakeholders sensitised to project activities: <ul style="list-style-type: none"> Official public launch of project Inaugural meeting of National Working Group on International Migration & Development 	5,000	0.00	To be received	Activity result 2: J\$274,667.00	J\$152,933.00

² July, 2011 USD Exchange rate 85.52 (United Nations Operational rates of exchange)

Total		0.00	To be received	J\$418,403.48	J\$329,898.70
Cash in hand @ end of reporting period					0.00
Commitments @ end of reporting period					418,403.48

III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outcomes
<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"> - Availability of support for project administration - 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>Activity Result 1: 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>Activity Result 2:</p> <p>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>Activity result 3</p> <p>Development of Situation Analysis, including legal review of current policies.</p> <p>Action 3.1: Recruit and contract consultant.</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. 	<p>The second meeting of the Project Board to approve third quarter workplan and project tolerance has been delayed until this report is ratified.</p>
		<ul style="list-style-type: none"> • 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. 	<p>The finalized TOR for the NWGIMD will be reviewed at the next meeting of the Project Board. The TORs for the Situation Analysis and the Migration Profile have been agreed by IOM and the MPU.</p>
		<ul style="list-style-type: none"> • A consultant has been identified to develop the Situation Analysis as well as a Migration Profile for Jamaica. Due to the limited expertise in migration and development issues, it was agreed by PIOJ and IOM to recruit the consultant based on the GOJ sole source policy. The consultancy is due to begin by the end of July. 	

IV. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
1. Change in the initial scope of the project to include three projects.	High ³	Part-time Project Associate made full-time.
2. Delay in the release of the first and second tranche of funds.	High	PIOJ forwarded payments pending reimbursement from the GMG counterparts.
3. Lack of support and commitment by stakeholders on NWWGIMD to reviewing project documents, minutes of meetings, terms of reference etc..., in a timely manner.	Medium	Project documents and TORs re-sent to members of the NWWGIMD. Members were also asked to outline what they can contribute to the projects given their specific skills and their understanding of the deliverables. A presentation of the three projects will be made by the MPU at the next meeting.
4. Unavailability of Chair of NWWGIMD for regular meetings	High	MPU has proposed a meeting with MFAFT to discuss the chairmanship among other administrative issues. This meeting is yet to be convened due to the schedule of the present Chair. Alternatively, the Deputy Chair will convene the next meeting.

³ 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

5. Delay in the start of the Situation Analysis and Migration Profile.	Medium	On-going dialogue between IOM Brussels, IOM Jamaica, PIOJ and the consultant has indicated that the Migration Profile might be completed in less time than was anticipated. This would offset any delays to the project forecast based on the later start. The Situation Analysis is expected to commence by the end of July.
Risks		
If the NWGIMD is not successfully engaged then key stakeholders might be underutilised or lose interest.	Critical	Assessing strategies to maintain interest and ensure buy-in of MDAs.
<p>LESSONS LEARNT: 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 of Chairmanship of the NWGIMD.</p>		

V. PLANNED ACTIVITIES (NEXT QUARTER – JULY - SEPTEMBER, 2011)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of	Budget Description	Amount
<p>Output 1: Development of National Policy and Plan of Action <i>Baseline:</i> No National Policy on International</p>	<p>Activity Result 1: Effective work planning and production of reports:</p>				<p>Migration Project Unit PIOJ (MPU)</p>	<p>UNDP</p>	<p>71400 Service contract – individual</p>	<p>2,250</p>

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		M1	M2	M3		Source of	Budget Description	Amount	
<p>Migration Indicators:</p> <ul style="list-style-type: none"> - Availability of support for project administration - Frequency of meetings of Project Board - Production of policy - Production of Plan of Action <p>Targets:</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>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</p> <p><u>Activity result 3</u> Development of Situation Analysis, including legal review of current policies.</p> <p>Action 3.1: Recruit and contract consultant.</p>	X	X	X		72400	Communications	1,500	
					MPU	UNDP	75700	Training/ workshops/ conferences	5,000
					MPU	UNDP		Local consultants	Funded by IOM's 1035 Facility
	TOTAL								8,750

Comments:

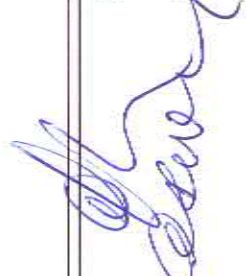
Project Management: Prepared by Chadine Allen

Date: July 14, 2011

Approved by

Easton Williams

Date: July 14, 2011



VI. APPENDIX 1