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QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	April 1, 2013 – June 30, 2013		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration in National Development Strategies		
Project Duration:	May 1, 2011 – June 30, 2013		
Implementing Partner:	Planning Institute of Jamaica		
Responsible Parties:			
Overall Project Coordinator:	Mr. Easton Williams		
Date:	July 25, 2013		
Initial Approved Budget:	US\$ 104,591.46	Revised Approved Budget:	US\$109,737.29
Current quarter advance:	JMD\$ 5,224,187.81	Current qtr exp:	JMD \$3,465,933.41 ¹
Annual expenditure to date:	JMD\$ 3,872,498.3 ²	Current Year Delivery to date:	51.81%

A. QUARTERLY SUMMARY OF ACTIVITIES

The following activities were undertaken during the period April 1, 2013 – June 30, 2013:

- I. The draft Cabinet Submission and National Policy and Plan of Action on International Migration and Development was sent to four key partners³ for review.
- II. A consultant was engaged to develop the Draft Diaspora Policy.
- III. A consultant was engaged to develop the Capacity Development Strategy
- IV. Policies highlighted at the 5th Biennial Diaspora Conference held in June 16 – 19 in Montego Bay, Jamaica

¹ This is inclusive of expenditure from UNDP project funds totalling J\$ 2,182,793.62 (US\$ 22,115.43) and GOJ project funds totalling J\$ 1,283,139.79 (US\$13,000.40).

² This includes expenditure from UNDP Project funds for Quarter 1 and Quarter 2, 2013.

³ Key partners included: Ministry of National Security (MNS); Ministry of Labour and Social Security (MLSS); Attorney General's Chambers; and the Office of the Prime Minister (OPM).

B. RESOURCES AND EXPENDITURE

RESOURCE & EXPENDITURE REPORT BY DONOR – 2013						
DONOR	COMMITTED (US\$) as per the cost sharing	RECEIVED (US\$)	EXPENDITURE (US\$)			Remaining Funds ⁴ (US\$) Received – Total Expenditure
			Period Prior to Q 2 2013	Q 2 2013]	TOTAL	
Swiss Agency for Development and Cooperation (SDC)	92,973.83 ⁵	53,691.55	17,365.92	22,115.43	39,481.35	14,210.2 ⁶
GOJ counterpart funds	16,763.46	16,763.46	4,381.73	13,000.40	17,382.16	-618.7 ⁷
Total	US\$109,737.2	70,455.01	21,747.65	35,115.83	56,863.51	13,591.5

AND

PROJECT EXPENDITURE FOR REPORTING PERIOD						
Activity	Balance brought forward from previous quarter JAS	Requested ⁸ JAS	Received JAS	Date Received	Disbursed by IP JAS ⁹	Balance JAS
Output 1. Activity Result 1 – Effective work planning and production of reports: <ul style="list-style-type: none"> • Project Manager support • Project Associate support • Quarterly meeting of the project board • Communications and Audiovisual 	-1,223,075.39	3,884,364	2,424,864	May 7, 2013	1,203,409.73	-1,621.12

⁵ This is inclusive of the Quarter 2 fund disbursement, funds to cover the project evaluation and the balance brought forward as at January 1, 2013.

⁶ This represents the total expenditure for the year and does not include the balance brought forward at the beginning of the year. Remaining funds at the end of Quarter 2, 2013 amount to US \$36,537.99.

⁷ Funds were requested from GOJ Migration Project funds but have not been received. These will be reimbursed to the PIOJ once received.

⁹ The total disbursed for quarter 2, 2013 amounted to 2,182,793.62 which is equivalent to 22,115.43 based on the UNORE for June 1, 2013 US \$1.00 to JMD 98.7.

Output 1, Activity Result 2: Development of the National Policy	270,772.25	61,584	61,584	May 7, 2013	422,289.60	-89,933.35
<ul style="list-style-type: none"> • Audio Visual and Print Production Cost • Training/Workshops/conferences • Travel 						
Output 1, Activity Result 3: Development of a Diaspora Policy	0	791,739.81	791,739.81	May 7, 2013	241,670	550,069.81
Output 2, Activity Result 1: Development of sub-theme reports for use by NWGIMD	615,409.27 ¹⁰	0	0		0	615,409.27 ¹¹
<ul style="list-style-type: none"> • Travel 						
Output 3, Activity Result 1 Development of Implementation Plan	901,800.00	1,946,000	1,946,000	May 7, 2013	315,424.29	2,532,375.71
<ul style="list-style-type: none"> • Consultant 						
Total	564,906.13	6,683,687.81	5,224,187.81		2,182,793.62	3,606,300.32
	Cash in hand @ end of reporting period					3,606,300.32
	Commitments @ end of reporting period					3,606,300.32¹²

¹⁰ These funds have been reallocated towards other project activities.

¹² These include committed funds to pay the Consultant to develop the Diaspora Policy and the Capacity Development Strategy, and reimbursement for tickets, and accommodation for the consultant. This also includes costs to cover the Capacity Development Strategy workshop.

C. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>Output 1: Development of National Policy and Plan of Action</p>	<p><u>Activity Result 1:</u> Effective work planning and production of reports: Action 1.1 Quarterly meetings of Project Board Action 1.2: Procuring office supplies Action 1.3: Quarterly meetings of NWGIMD</p> <p><u>Activity Result 2:</u> Development of the National Policy Action 2.1 Establish Drafting Committee Action 2.2 Finalized Policy Document reviewed by sub-committees & NWGIMD Action 2.3 Submission to Cabinet Action 2.4 Public Consultations</p>	<p>1. The Quarterly Work Plan (QWP) for April – June was approved by the Project Board.</p> <p>2. A meeting of the National Working Group on International Migration and Development (NWGIMD) was held during the period to facilitate the provision of feedback on lessons learnt document from the process, as well as provide inputs to the counterparts at the Global Migration Group regarding the role of the NWGIMD and priorities for the second phase of the project.</p>	<p>Targets on track - One quarterly meeting of the Project Board was held on April 12, 2013. - One NWGIMD meeting was held on May 15, 2013. - The National Policy and Plan of Action is aligned with Vision 2030 Jamaica – National Development Plan. - The Cabinet submission is in the final stages of completion.</p>
<p><i>Baseline:</i> No National Policy on International Migration</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Frequency of meetings of Project Board - Production of Policy - Production of Plan of Action <p><u>Targets:</u></p> <ul style="list-style-type: none"> - Project Board meets quarterly - National policy in international migration produced - Plan of action produced - Policy integrated in national development plan 	<p>1. The National Policy and Plan of Action has been revised based on the feedback received from the key partners at the Ministry of National Security (MNS), Ministry of Labour and Social Security (MLSS), Office of the Prime Minister (OPM) and Attorney General's Chambers (AGC).</p> <p>2. Cabinet Submission has been revised in accordance with the feedback received in the consultations with key partners and has been sent to the MFAFT for signature.</p> <p>3. Preparation of material to allow for on-going visibility and sensitization at the 5th Biennial Diaspora Conference. This material will also be disseminated to a wider group of stakeholders and partners internationally as part of the stakeholder engagement plan.</p> <p>4. Presentations on the approach to International Migration and Development were also made at the Caribbean Forum on Population held in Georgetown, Guyana in on July 9-10, 2013.. The presentations focussed on identifying best practices</p>		

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>Output 2: Development of International Migration Sub Policies</p> <p><i>Baseline: Absence of thematic policies relating to international migration</i></p> <p><i>Indicators:</i></p> <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 NWGIMD <p><i>Targets:</i></p> <ul style="list-style-type: none"> - 8 sub-committees of NWGIMD established - 8 technical reports produced by sub-committees of NWGIMD <p>8 sub-policies produced by NWGIMD</p>	<p><u>Activity Result 1:</u></p> <p>Development of Draft Diaspora Policy</p> <p>Action 3.1 Conduct consultancy</p> <p>Action 3.2 Produce reports</p> <p>Action 3.3 Review by NWGIMD</p> <p>Action 3.4 Diaspora Consultations</p>	<p>at the national level to address challenges and maximize the benefits of migration.</p> <ol style="list-style-type: none"> 1. Consultations with migrant groups and related organizations on issues for consideration in Draft Diaspora Policy were carried out in the month of April. 2. The National Policy and Plan of Action as well as the Draft Diaspora Policy were highlighted at the fifth biennial Diaspora Conference in Montego Bay. The event which was held on June 16 – 19, 2013 under the theme: A Nation on a Mission: Jamaica Diaspora Partnership for Development was geared towards engaging members of the Diaspora and obtaining their inputs on the issues addressed in the policies. 	<p>Progress towards this output has not progressed as envisioned. Target is approximately 40 per cent complete as there were delays in completing the assignment within the original timeframe of April 30, 2013 according to the Contract and Memorandum of Understanding (MOU) between the Planning Institute of Jamaica (PIOJ) and the Ministry of Foreign Affairs and Foreign Trade (MFAFT). This was due in large part to the ill health of the Consultant who is with child. The First Draft of the Diaspora Policy and Draft Programme of Action which was contractually due on March 15, 2013 was submitted on June 17, 2013 and is being reviewed by the MFAFT. A progress report was requested outlining the progress of the assignment over the period from MFAFT. In addition, a no-cost extension to the period of the consultancy was agreed with the MFAFT up to June 30, 2013 to facilitate the completion of the assignment. A report of the consultations is pending from the MFAFT.</p>

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<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><i>Indicators:</i></p> <ul style="list-style-type: none"> - <i>Consultancy for the development of implementation plan</i> - <i>Consultation with MDAs on implementation plan</i> - <i>Production of implementation plan</i> - <i>Development of M & E plan</i> - <i>Measurement of indicators under national M&E mechanism</i> <p><i>Targets:</i></p> <ul style="list-style-type: none"> - <i>Consultancy conducted to develop implementation plan</i> - <i>All targeted MDAs</i> 	<p><u>Activity Result 1</u> Consultant to develop an Implementation Plan</p>		<p>There is no progress towards this output as it has been deferred to the second phase. (Refer to QWP dated April 19, 2013).</p>

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p><i>consulted on draft implementation plan</i></p> <ul style="list-style-type: none"> - <i>Implementation plan produced</i> - <i>M & E plan developed</i> - <i>Measurement of migration policy indicators through Jamstats</i> 			
	<p><u>Activity Result 2:</u> Measurement of IM policy indicators through national mechanism</p>		
<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> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> - <i># of selected Ministries, Departments and Agencies (MDAs) whose capacity to implement IM policy have been assessed</i> 	<p>Activity Result 1: Capacity Development Strategy to implement M&D policy</p> <p>Action 2.1 Capacity Assessment of MDAs to identify the needs and gaps in implementation of Action Plan</p> <p>Action 2.2 Formulation of Capacity Development Strategies</p>	<ol style="list-style-type: none"> 1. A Consultant was recruited and contracted to complete the assignment. 2. Capacity Assessment activities were conducted over the period May 20 – 27, 2013. During a field visit during the period, stakeholder interviews, focus group discussions and a validation workshop were coordinated with over 30 stakeholders. The objective of this capacity assessment exercise was to assess the capacity of the relevant Ministries, Departments and Agencies (MDAs) to implement the National Policy and Plan of Action on International Migration and Development. 3. The first draft of the Capacity Development Strategy was submitted by the Consultant on June 21, 2013 and will be presented to stakeholders in a workshop scheduled to be held on July 24, 2013. 	<p>Progress towards the target is 75% complete. The consultancy to develop the Capacity Development Strategy for the main Ministries, Departments and Agencies (MDAs) to implement the Policy commenced on April 29, 2013. This assignment was previously scheduled to end on June 24, 2013, however it was not completed as planned due to delays in finalising the Capacity assessment which was originally submitted on June 10, 2013. The document was shared with stakeholders to validate the content as well as to provide inputs for the Consultant which would be incorporated in the document. Another deliverable, the Capacity Development Strategy was submitted on June 21, 2013, however after an internal review was conducted by the Planning Institute of Jamaica, it was determined that further work needed to be done on the document to ensure the resultant strategy is fully</p>

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p><i>Targets:</i></p> <ul style="list-style-type: none"> - <i>Consultancy conducted to develop Capacity Development Strategy</i> - <i>Capacity assessment diagnosis of MDA's reviewed by targeted MDAs</i> - <i>Capacity Development Strategy developed</i> - <i>Related CP outcome: Capacity Development Support structures and methods formulated for migration policy aligned to Vision 2030</i> 			<p>aligned with the assessment and adequately reflects existing and required capacities of the MDAs to implement the Policy. As a result a no-cost extension has been proposed up to August 23, 2013 to allow enough time for a thorough rework by the Consultant and a review of the document by stakeholders. The final deliverables are expected to be finalised based on the inputs received which will be submitted by Consultant to be submitted no later than August 23, 2013.</p>

D. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
1. Slow pace in the formulation of the Draft Diaspora Policy.	High ¹³	<ol style="list-style-type: none"> 1. Extensive coordination with MFAFT to identify potential risks and put in place measures to mitigate the impact on the completion of the assignment. 2. A no-cost extension to consultant contract by MFAFT up to June 30, 2013 to complete the assignment.
2. Availability of key stakeholders to participate in the Capacity Assessment activities which could have implications on the results and findings.	Medium	Skype meetings and telephone interviews were scheduled with institutions to ensure that the assessment accurately identifies and addresses the needs of all Ministries, Departments and Agencies (MDAs) as well as to ensure that the resource needs of these entities were taken into consideration in formulating the resultant strategy.
3. The Capacity Assessment and the Capacity Development Strategy submitted by the Consultant on June 10 and 21, 2013 respectively were not satisfactorily received due to lack of details in the content.	Low	A no-cost extension of the contract has been proposed until August 23, 2013 to allow the Consultant to revise the document based on the inputs received from stakeholders as well as the PIOJ. In addition, this period of extension will also provide an opportunity to give stakeholders more time to review and submit inputs on the revisions to the deliverables as submitted by the Consultant.
Risks		
Non-completion of the Draft Diaspora Policy which could result in the return of funds allocated for activities under this assignment.	Medium	All preparatory documents for the consultants were prepared and additional materials shared with MFAFT and the Consultant as a guide to developing the Draft Policy.

¹³ 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

LESSONS LEARNT:

1. The Capacity Assessment underscored the need for buy-in from key stakeholders and partners such as the Passport, Immigration and Citizenship Agency (PICA) and the Ministry of Labour and Social Security (MLSS) in order to successfully implement the elements of the Policy for which they have responsibility. Stakeholders and partners were encouraged to communicate openly about capacity constraints to the Consultant. The objective of this exercise was to promote ownership of the process and its results, and commitment to the broader capacity development exercise.
2. Despite the successes achieved in this phase, it is envisioned that the second phase will require even more coordination and additional support will be needed for the project management team. As a result, the in-house Programme Director with responsibility for projects in the Planning Institute of Jamaica (PIOJ) has commenced working closely with the team. She will provide overall project management and coordination supervision to ensure that the successes realised in this phase are replicated and the challenges faced are mitigated in phase two.

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		
		Jul	Aug	Sep		Funding Source	Budget Description	Amount (USD)
Output 1: Development of National Policy and Plan of Action <i>Baseline:</i> No National Policy on International Migration <i>Indicators:</i> <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 <i>Targets:</i> <ul style="list-style-type: none"> - Project Board meets quarterly - National policy in international migration produced - Plan of action produced 	Activity Result 1: Effective work planning and production of reports: Action 1.1 Quarterly meetings of Project Board Action 1.2 Preparation for Phase 2 and completion of Project Document Action 1.3 Preparation for proposed side event on Mainstreaming Migration UN High Level Dialogue on Migration and Development Action 1.4 Facilitate South-South cooperation with team from Cape Verde	X	X	X	MPU	UNDP	71400 Service contract individual (Project Associate) 71400 Service contract individual (Project Manager) 72400 Communications 450 ¹⁶	4,024,27 ¹⁴ 7,797.78 ¹⁵ 450 ¹⁶
				X	MPU/IOM	GOJ	75700 Training/Workshop s/conferences	1000

¹⁴ Additional funding will be required to cover the costs for the Project Associate for Quarter 3, 2013.

¹⁵ Additional funding will be required to cover the cost for the Project Manager salary for Quarter 3 2013.

¹⁶ Additional funding will be required to cover communication costs for the quarter

- Policy integrated in national development plan	Action 1.5 Updating of Lessons learnt	X	X	X	MPU	UNDP	71300 Consultant	16,250 ¹⁷
	Action 1.6 End of Project Report	X	X	X	UNDP			
	Action 1.7 Project Evaluation							
	<u>Activity Result 2:</u> Development of the National Policy				MPU/MFAFT			
	Action 2.1 Submission to MFAFT for signature	X	X					
	Action 2.2 Submission to MOF		X					
	Action 2.3 Submission to HRC			X				
	Action 2.4 Submission to Cabinet			X				
	<u>Activity Result 3:</u> Development of Approved Draft Diaspora Policy by MFAFT and PIOJ				MFAFT/MPU	UNDP	Consultant (Policy Development)	10,400 ¹⁸
	Action 3.1 Revision of MOU between PIOJ and MFAFT	X	X					
Action 3.2 Amendment to Diaspora Consultant contract	X	X						
Action 3.3 Completion of Approved Draft Diaspora Policy	X	X						
Action 3.4 Review workshop for Diaspora policy		X				OGJ	75700 Training/Workshops/conferences	300
Action 3.4 Review by Diaspora sub-committee		X						

¹⁷ An initial 15,000 was budgeted to cover the project evaluation, therefore an additional US \$1,250 is required to cover this activity.

¹⁸ Funds to pay the Diaspora consultant were requested and received in the previous quarter

<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> <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 - Consultation held with MDAs on Capacity Development Strategy - Reporting and Communication mechanism among MDAs reviewed - Production of Capacity Development Strategy 	<p>Activity Result 1:</p> <p>Capacity Development Strategy to implement M&D policy</p> <p>Action 1.1 Capacity Assessment of MDAs to identify the needs and gaps in implementation of Action Plan</p> <p>Action 1.2 Amendment to the consultant contract and revision to contractual timeframe</p> <p>Action 1.2 Formulation of Capacity Development Strategies</p> <p>Action 1.3 Conduct Workshop on Capacity Development Strategies</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>MPU</p>	<p>UNDP</p>	<p>71300 Consultant</p>	<p>24,559.53¹⁹</p>
<p>Targets:</p> <ul style="list-style-type: none"> - Consultancy conducted to develop Capacity Development Strategy - Capacity assessment diagnosis of MDA's reviewed by targeted MDAs - Capacity Development Strategy developed - Related CP outcome: Capacity Development Support structures and methods formulated for migration policy aligned to Vision 2030 							

¹⁹ This represents funds to cover payment to the Capacity Development consultant, accommodation, travel and the costs for workshops.

TOTAL		64,781.58²⁰
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Project Management: Prepared by: Chadine Allen Date: 12/8/2013
Approved by: Easton Williams Date: 12/8/2013

Received 13/08/2015
[Signature]

²⁰ A total of 13,522.05 is required to cover costs for salaries and communication for Quarter 3, 2013.