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QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	July 1, 2013 – September 30, 2013		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration in National Development Strategies		
Project Duration:	May 1, 2011 – September 30, 2013		
Implementing Partner:	Planning Institute of Jamaica		
Responsible Parties:			
Overall Project Coordinator:	Mr. Easton Williams		
Date:	November 5, 2013		
Initial Approved Budget:	US\$ 104,591.46	Revised Approved Budget:	US\$104,072.05 ¹
Current quarter advance:	JMD\$ 0	Current qtr exp:	JMD \$4,797,948.21
Annual expenditure to date:	JMD \$8,670,446.51 ²	Current Year Delivery to date:	86.2% ³

A. QUARTERLY SUMMARY OF ACTIVITIES

The following activities were undertaken during the period July 1, 2013 – September 30, 2013:

- I. Submission to the Ministry of Finance (MOF) for signature of the draft Cabinet Submission and National Policy and Plan of Action on International Migration and Development
- II. Review of the Draft Diaspora Policy
- III. Review of the Capacity Development Strategy by the NWGIMD
- IV. Consultation with NWGIMD on the national position for the 2013 UN High Level Dialogue
- V. Commencement of the evaluation process associated with the End of Project Evaluation

¹ This reflects the revised UNDP annual budget.

² This includes expenditure from UNDP Project funds for Quarters 1, 2 and 3 in the year 2013.

³ The amount reflects delivery rate for UNDP project expenditure.

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 3 2013	Q 3 2013]	TOTAL	
Swiss Agency for Development and Cooperation (SDC)	104,072.05	53,691.55	39,481.35	50,242.64 ⁵	89,723.99	-36,032.44 ⁶
GOJ counterpart funds	15,763.46	13,715.28	17,382.16	6056.14	23,438.3	-9,723.02 ⁷
Total	119,835.51	67,406.83	56,863.51	56,298.78	113,162.29	-45,755.46

AND

PROJECT EXPENDITURE FOR REPORTING PERIOD						
Activity	Balance brought forward from previous quarter JAS	Requested JAS	Received JAS	Date Received	Disbursed by IP JAS	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 	-1,621.12	0	0		1,231,838.18	-1,233,459.3
Output 1, Activity Result 2: Development of the National Policy <ul style="list-style-type: none"> • Audio Visual and Print Production Cost • Training/Workshops/conferences • Travel 	-89,933.35	0	0		-102,526.55	-192,459.9

⁵ The total expenditure for quarter 3, 2013 includes direct payment by UNDP of US \$3250.00 to the Project Evaluation consultant and to JMD 4,797,948.21 (USD 46,992.64 based on the UNORE for October 1, 2013; US \$1.00 to JMD 102.10).

⁶ This represents committed funds for expenditure incurred however; these funds were not yet disbursed. These funds were advanced by the PIOJ and will be reimbursed once the funds are received.

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

Output 1, Activity Result 3: Development of a Diaspora Policy	550,069.81	0	0		966,680	-416,610.19
Output 2, Activity Result 1: Development of sub-theme reports for use by NWGIMD <ul style="list-style-type: none">• Travel	615,409.27 ⁸	0	0		0	615,409.27
Output 3, Activity Result 1 Development of Implementation Plan <ul style="list-style-type: none">• Consultant	901,800.00	0	0		0	901,800.00
Output 4, Activity Result 1 Capacity of MDAs to implement National Policy on International Migration and Development <ul style="list-style-type: none">• Consultant	1,630,575.71	0	0		2,496,903.48	-866,327.77
Total	3,606,300.32				4,797,948.21	-1,191,647.89⁹
	Cash in hand @ end of reporting period					
	Commitments @ end of reporting period					555,959¹⁰

⁸ These funds have been reallocated towards other project activities under Output 1, Activity Result 3 - Development of a Diaspora Policy and Output 4, Activity Result 1- Capacity of MDAs to implement National Policy on International Migration and Development.

⁹ Expenditures were paid by the PIOJ. The PIOJ will be reimbursed when project funds are received.

¹⁰ This amount was expended to facilitate participation in the UN High Level Dialogue. Costs include payment for ticket and per diem. The amount was paid by the PIOJ but was not a part of the Annual approved budget

C. 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"> - 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"> - <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> 	<p><u>Activity Result 1:</u></p> <p>Effective work planning and production of reports:</p> <p>Action 1.1 Quarterly meetings of Project Board</p> <p>Action 1.2: Quarterly meetings of NWGIMD</p> <p>Action 1.3: Preparation of Phase 2 and completion of Project document</p> <p>Action 1.4: Preparation for proposed side event on Mainstreaming Migration UN High Level Dialogue on Migration and Development</p> <p>Action 1.5 Facilitate South-South cooperation with team from Cape Verde</p> <p>Action 1.6: Updating of Lessons Learnt document</p> <p>Action 1.7: End of Project Report</p> <p>Action 1.8: Project Evaluation</p>	<p>1. The Quarterly Work Plan (QWP) for July– September was approved by the Project Board.</p> <p>2. Two meetings of the National Working Group on International Migration and Development (NWGIMD) were held during the period to facilitate the review and approval of the Capacity Development Strategies and to provide feedback to the Consultant, as well as to obtain inputs on Jamaica’s position at the UN High Level Dialogue</p> <p>3. Preparatory work for the second phase of the project has commenced with the review of a Concept Note prepared by the International Organization for Migration</p> <p>4. The consultant team engaged by the United Nation’s Development Programme (UNDP) Country Office commenced the End of Project Evaluation during the quarter. Documentation was requested from the Migration Policy Project Unit (MPU) and the evaluation exercise has commenced. The Migration Policy Project Unit (MPU) has assisted this process through the provision of meeting spaces and mobilization of persons identified by the participants as well as participation in interviews.</p> <p>5. Preparatory work was completed to facilitate South-South Cooperation with a team from Cape Verde for the period September 16-20, 2013. However, the mission was postponed to a date to be decided due to the unavailability of key representatives from Cape Verde.</p> <p>6. Draft end of project report compiled</p>	<p>Output achieved</p> <ul style="list-style-type: none"> - Quarterly Project Board meetings facilitated - National Policy and Plan of Action on International Migration and Development produced in quarter 4 2012 <p>National Policy and Plan of Action on International Migration and Development integrated in national development plan</p> <ul style="list-style-type: none"> - 8 sub-committees of NWGIMD established on in quarter 1 2012 - 8 technical reports produced by sub-

Expected Outputs & Indicators	Activities	Results of Activities
<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 - 8 sub-policies produced by NWGIMD 	<p><u>Activity Result 2:</u></p> <p>Development of the National Policy (Green Paper)</p> <p>Action 2.1 Submission to MFAFT for signature</p> <p>Action 2.2 Submission to MOF</p> <p>Action 2.3 Submission to HRC</p> <p>Action 2.4 Submission to Cabinet</p>	<p><i>committees of NWGIMD in quarter 4 2012</i></p> <p><i>8 sub-policies produced by NWGIMD in quarter 4 2012</i></p> <ol style="list-style-type: none"> 1. The National Policy and Plan of Action and Cabinet Submission which were signed by the Ministry of Foreign Affairs and Foreign Trade (MFAFT) were received on September 16, 2013 and have been sent to the Ministry of Finance for signature. 2. Submission of the National Policy and Plan of Action and Cabinet Submission to HRC and Cabinet dependent on the receipt of the signed documents from the MOF. 3. Jamaica shared its mainstreaming experience at a workshop in Dhaka, Bangladesh focussed on Mainstreaming Migration Into National Development Strategies. The workshop was held on September 4-5, 2013.
	<p><u>Activity Result 3:</u></p> <p>Development of an Approved Draft Diaspora Policy</p> <p>Action 3.1 Revision of MOU between PIOJ and MFAFT</p> <p>Action 3.2 Amendment to Diaspora Consultant Contract</p>	<p>1. A meeting was held on July 23, 2013 with the team from MFAFT to discuss the status of the consultancy to develop the approved Draft Diaspora Policy in the context of the project timelines. An agreement was made for a change in the approach to have the assignment completed by August 31, 2013. Timelines were established and agreed for the completion of documentation for key administrative steps such as the request by MFAFT of an extension of the</p> <p>An approved draft Diaspora Policy was submitted by the consultant engaged by 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"> - 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 	<p>Action 3.3 Completion of Approved Draft Diaspora Policy</p> <p>Action 3.4 Review workshop for Diaspora Policy</p> <p>Action 3.5 Review by NWGIMD</p> <p><u>Activity Result 1</u> Consultant to develop an Implementation Plan</p>	<p>Memorandum of Understanding (MOU) between the MFAFT and the Planning Institute of Jamaica (PIOJ) to reflect the new timelines. Additional documentation was shared with the consultant to expedite the process.</p> <p>2. Joint review of Draft Diaspora Policy completed and the final draft available. Further consultations will be held on the Draft Policy with the Diaspora and other stakeholders which will be coordinated the MFAFT.</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>mechanism</i></p> <p><i>Targets:</i></p> <ul style="list-style-type: none"> - <i>Consultancy conducted to develop implementation plan</i> - <i>All targeted MDAs consulted on draft implementation plan</i> - <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>Activity Result 1: Capacity Development Strategy to implement M&D policy</p> <p>Action 1.1 Capacity Assessment of MDAs to identify the needs and gaps</p>	<ol style="list-style-type: none"> 1. Inputs on the Capacity Assessment were received from members of the NWGIMD and shared with the consultant and the revised deliverable available. 2. New timelines for completion of the assignment were established to facilitate stakeholder review of the proposed Capacity Development Strategies. As a result, the contract for the consultant was extended for a period of two months 	<ul style="list-style-type: none"> - <i>Capacity Development Strategy completed for each thematic area 9in quarter 3 2013</i> - <i>Capacity assessment diagnosis of MDA's completed in quarter 2, 2013</i> - <i>Capacity Development Support structures</i>

Expected Outputs & Indicators	Activities	Results of Activities
<p>Indicators:</p> <ul style="list-style-type: none"> - # of selected Ministries, Departments and Agencies (MDAs) whose capacity to implement IM policy have been assessed <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 Developed Strategy developed - Related CP outcome: Capacity Development Support structures and methods formulated for migration policy aligned to Vision 2030 	<p>in implementation of Action Plan</p> <p>Action 1.2 Amendment to the consultant contract and revision to contractual timeframe</p> <p>Action 1.3: Formulation of Capacity Development Strategies</p> <p>Action 1.4: Conduct Workshop on Capacity Development Strategies</p>	<p>and the timelines for deliverables revised to ensure adequate time for feedback to be given and incorporated.</p> <ol style="list-style-type: none"> 3. Capacity Development Strategies were formulated for each thematic area and reviewed by the NWGIMD. 4. A workshop to present the Capacity Development Strategies to stakeholders for feedback was held on July 24, 2013. Feedback was provided by the NWGIMD which was incorporated by the Consultant. The final deliverable has been submitted by the consultant and will be used as part of the process to identify activities for the second phase. <p><i>and methods formulated for migration policy aligned to Vision 2030 in quarter 3, 2013</i></p>

D. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
<ol style="list-style-type: none"> Slow pace in the formulation of the Draft Diaspora Policy. 	High ¹¹	<ol style="list-style-type: none"> Extensive coordination with MFAFT to identify potential risks and put in place measures to mitigate the impact on the completion of the assignment. A four month extension negotiated for the MOU between MFAFT and PIOJ up to August 31, 2013 to complete the assignment.
<ol style="list-style-type: none"> Availability of key stakeholders to participate in the workshop to provide inputs on the Capacity Development Strategies for each thematic area 	Medium	<p>Skype meetings and teleconferences were held with the consultant to ensure that the inputs as well as the national priorities were accurately reflected.</p>
<ol style="list-style-type: none"> Untimely cancelation of Cape Verde Mission 	High	<p>Agreed postponement of mission</p>
<ol style="list-style-type: none"> Prolonged delays for the revision of the National Policy and Plan of Action and Cabinet Submission by MFAFT 	High	<ol style="list-style-type: none"> Documents sent to MOF for signature and follow-up has commenced. All documents that will accompany the submission to the HRC and Cabinet have been prepared in advance to minimize delays once the signed documents have been returned from MOF.
Risks		
<p>Availability and willingness of the consultant to continue work on the Draft Diaspora Policy which could result in the return of funds allocated for activities under this assignment.</p>	Medium	<ol style="list-style-type: none"> An extension to the MOU was requested by MFAFT in line with agreed timelines for completing the development of the approved Draft Policy. Meetings were held with the team from MFAFT and the consultant to ensure feedback was incorporated and the assignment was completed according to the stipulated timelines.

¹¹ 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:

A lesson learnt from the implementation of activities during the quarter is that the process undertaken is as important as the output produced. As a result, it was important to have consultations and stakeholder inputs incorporated in the outputs in particular the Capacity Assessment of the relevant MDAs and the Capacity Development Strategies for the implementing the National Policy and Plan of Action on International Migration and Development.

Project Management: Prepared by: Chadine Allen

Date:

8/7/2013

Approved by: Easton Williams

Date:

11/11/2013

E. APPENDIX I

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Oct	Nov	Dec	Jan		Funding Source	Amount (USD)
<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"> - 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 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 Project Administration</p> <p>Action 1.2 Quarterly meetings of Project Board</p> <p>Action 1.3 Participation in UN High Level Dialogue on Migration and Development</p> <p>Action 1.4 Project Evaluation</p> <p>Action 1.6 Global Project Board Meeting</p> <p>Action 1.7 Preparation of End of Project Report and Lessons Leant Document</p> <p>Action 1.8 Development of Work plan for Phase II</p>	X	X	X	X	MPU	71400 Service contract individual (Project Associate)	5,312.56
		X	X	X	X		71400 Service contract individual (Project Manager)	10,294.10
		X				GOJ	71400 Service contract individual Employers contribution (Research Assistant)	6,341.5
			X	X	X	UNDP	72400 Communication	673.26
			X	X	X		71600 Travel (UN High level Dialogue)	5,409.87
							71600 Travel (Global Project Board meeting)	3800
							75700 Training/worksh	1000

<p>Output 2: Development of International Migration Sub Policies Absence of thematic policies relating to international migration Indicators: - # of thematic sub-committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by NWGIMD Targets: - 8 sub-committees of NWGIMD established - 8 technical reports produced by sub-committees of NWGIMD 8 sub-policies produced by NWGIMD</p>	<p>Activity Result 2.1: Action 1.1 Meeting of the sub-committees</p>	<p>X</p>			<p>UNDP</p>	<p>75700 Training/workshops/conferences</p>	<p>300</p>
<p>Output 3: Development of Implementation Plan Baseline: No plan to support Ministries, Departments and Agencies(MDA's) implementation of national policy on international migration Indicators: - Consultancy for the development of implementation plan</p>	<p>Action 3.1 Identification of Migration Indicators Action 3.2 Presentation to Data Research and Information Systems sub-committee</p>	<p>X</p>	<p>X</p>	<p>MPU</p>			

<ul style="list-style-type: none"> - Consultation with MDAs on implementation plan of Production - 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 - Measurement of migration policy indicators through Jamstats 	<p>Action 3.3 Creation of migration sub-sector into JAMSTATS Data - base</p> <p>Action 3.4 Populating of available indicators in JAMSTATS Database</p>		X		X										
TOTAL												48,341.29			