



QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	July - September 2011		
Project number and title:	00077769 - Enhancing Civil Society Participation in Local Governance for Community Safety		
Project Duration:	April 2011 – December 2012		
Implementing Partner:	Department of Local Government		
Responsible Parties:	Crime Prevention and Community Safety Unit, Ministry of National Security		
Overall Project Manager:	Robert H.P. Hill		
Date:	October 4, 2011		
Current year Approved Budget:	US\$100,500.00		
Current quarter advance:	US\$0.00	Current qtr exp:	US\$14,416.09
Annual expenditure to date:	US\$17,552.15	Current Year Delivery	17.46%

I. EXECUTIVE SUMMARY

The Project's second quarter saw a continuation of some pre-implementation activities. During the reporting period, one (1) Stakeholder Committee meeting was held. At that meeting the discussions surrounding the location, roles and function of the Parish Safety Committees continued. The project team was completed with the employment of the Project Associate and the Project Coordinator who commenced duties in August and September respectively.

In August, a tele-conference meeting was held with some of the key stakeholders of the project and the representatives from the UNDP Regional Centre in Panama who conducted the Scoping Mission in the five (5) selected parishes. Some of the issues highlighted were:

- The need to see the report identifying the vehicle to local governance and the tenets of good governance in terms of accountability, transparency, and participation among others and the awareness building amongst the various stakeholders which is a major deliverable of the project.
- The concern expressed in the meeting was that the awareness building will not be easily taken on as it will take some amount of negotiation and focus with the Local Authorities, the PDCs and other supporting stakeholders, including the police.
- The UNDP Regional team highlighted that the team did not get a clear opinion on the mandate and functions of the PSC from those who were interviewed. This was attributed to be outcome related because

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persons are not clear of what the PSC is all about and they are not clear on the its vision or expectation.

- It was outlined in the meeting that eventually, the outcome of the PSC, irrespective of its location should become part of the Local Authorities corporate and operational plans. It should become a part of who they are how they think, strategise and develop services and issues related to Parish Governance.

The project team is making preparation for the return of the Scoping Mission team who will return in October to conduct the assessment of the five (5) selected parishes. The team is also composing a sensitisation strategy for the project.

Urban Crime and Violence Prevention

The Project has targeted sixteen (16) key stakeholders from the Parish Council, the Parish Development Committee (PDC), Social Development Commission (SDC) and the Jamaica Constabulary Force (JCF) and representatives from the Department of Local Government (DLG) to participate in the online *Urban Crime and Prevention* course being offered by the World Bank E-Institute. The course commenced on September 20, 2011. The main objective of the course is to provide communities, local and central government officials with basic tools and techniques to design and manage sustainable crime and violence prevention programmes.

II. RESOURCES AND EXPENDITURE

PROJECT EXPENDITURE FOR REPORTING PERIOD					
Activity	Requested US\$	Received US\$	Date Received	Disbursed by IP	Balance US\$
Civil Society Participation in Local Governance	Nil	26,500.00	10/05/2011	14,416.09	\$23,363.94 (C/F from previous qtr)
Output 1, Activity Result 1. Monitoring and work planning of project activities.	Nil	9,800.00		4,816.09	3,283.34
Output 1, Activity Result 2. Assessment of targeted parish councils - Desk review and baseline study conducted.	Nil	6,200.00		0.00	4,764.51
Output 1, Activity Result 3. Development of capacity building plan addressing gaps in targeted parish councils	Nil	4,000.00		0.00	4,000.00
Output 2, Activity Result 1. Assessment of existing Crime Prevention Committee	Nil	2,000.00		0.00	2,000.00
Output 2, Activity Result 2. Sensitization of elected local officials PDCs to actively participate in the PSC	Nil	4,500.00		9,600.00	-5,100.00
Subtotal	Nil	26,500.00		14,416.09	8,947.85
Total	Nil	26,500.00		14,416.09	8,947.85
Cash in hand @ end of reporting period					8,947.85
Commitments @ end of reporting period					7,227.84
The balance from the previous quarter has been amended. The reason for this is that the expenditure of \$3,306.60 reported for Scoping Mission accommodation to the Courtleigh Hotel was returned to the DLG because the UNDP Regional Centre had already made the payment to the hotel, unknown by the DLG. The Department will therefore be reimbursing the UNDP Regional Centre for the expense undertaken for the Mission.					

III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Achieved Results	Progress Towards Achieving Outputs
<p>Output 1 Development of local authorities' and civil society organizations' capacity to promote and secure participatory local governance in citizen security.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Frequency of meetings held by Project Stakeholder Committee; - # of parish/ municipal councils assessed; and - % of completion of capacity building plan. <p>Targets:</p> <ul style="list-style-type: none"> - Project Stakeholder Committee meets quarterly; - Capacity assessment conducted of targeted parish councils; and - Capacity-building plan addressing gaps in targeted parish councils fully developed. 	<p>One Stakeholder Committee meeting was held during the quarter.</p> <p>The Project Associate and Project Coordinator were contracted</p> <p>Tele-conference with the Scoping Mission team and the key project stakeholders.</p>	<p>Discussion surrounding the roles and responsibilities and the location of the PSC.</p> <p>The Project Associate and the Project Coordinator commenced working in August and September respectively.</p> <p>A discussion on the findings of the Scoping Mission report was held in August. The stakeholders highlighted some of the issues they had with the report. The Report was eventually accepted on the premise that the issues outlined will be addressed in the document and re-submitted to the project stakeholders.</p>	<p>The project team is currently working on a Communication strategy, a sensitisation strategy and preparation for the capacity assessment of the five selected parishes.</p>
<p>Output 2: Development of local authority level mechanism under the Crime Prevention & Community Safety Strategy</p> <p>Indicators :</p> <ul style="list-style-type: none"> - % completion of assessment of existing citizen security forums - % completion of rules for operation of parish safety committees - # of targeted parishes/ municipalities whose elected officials and PDCs participate in sensitisation sessions on establishment of PSCs <p>Targets:</p> <ul style="list-style-type: none"> - All existing forums for citizen security assessed - Rules for operation of parish safety committees developed - Elected officials and PDC executives from all targeted local authorities participating in sensitisation session 	<p>Identified and sponsor sixteen (16) key stakeholder representatives to participate in the <i>Urban Crime and Violence Prevention</i> course being offered by the World Bank E-Institute.</p>	<p>Representatives from the following agencies are participating in the World Bank course:</p> <ul style="list-style-type: none"> ➢ ICF – 3 persons ➢ SDC -3 persons ➢ PDCs in four of the selected parishes – 4 persons ➢ Parish Councils from four of the selected parishes – 4 persons ➢ DLG – 2 persons 	<p>Representatives from key stakeholder agencies with mandate to improve crime prevention and community strategies are acquiring world class knowledge to strengthen deliveries locally.</p>

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IV. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
The Project Board meeting has been delayed due to internal exigencies of the Department of Local Government.	Low	It is being suggested that the Director General assign someone from the Department to represent her at these Project Board meetings.
<p>LESSONS LEARNT:</p> <ul style="list-style-type: none"> • From meetings attended it was observed that there are diverse views of what should be the roles of the PDCs • In the same process there are concerns that there is critical need to develop the requisite manpower to sustain the work that should be done by the PDCs in the relationship with Local Authorities and other key stakeholders in the governance process • Issues that have arisen and new opportunities for capacity development emanating from the scoping mission will be developed on <p>Inference from the preceding is that provisions need to be made to assist in addressing the above in order to improve the success and the sustainability in facilitating the implementation of the Parish Safety Committees (PSCs)</p>		

PLANNED ACTIVITIES (NEXT QUARTER – OCTOBER – DECEMBER 2011)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		Oct	Nov	Dec		Source of Funds	Budget Description	Amount \$	
1.	Monitoring and work planning of project activities	√	√	√	UNDP (CO)	DGTF	71400 Contractual Services – Individual	15,000.00	
	Quarterly Stakeholders' Meeting				PIOJ		Communication & Audio Visual Equipment	700.00	
	Fields/Site visits conducted			√					
	Prepare quarterly Progress Report and submit to Project Board		√	√	DLG		Supplies	300.00	
				√					
	Assessment of targeted parishes		√	√	UNDP (RSC)	DGTF	International Consultant	15,000.00	
	Desk review and Baseline Study conducted		√	√					
	Review of capacity assessment of PDCs		√	√				Travel	20,000.00
	Assessment of other parishes led by SDC			√				Training, Workshops, Conferences	10,000.00
		Analysis of findings of baseline study.			√		International Consultant	0.00	
2.	Assessment of existing crime prevention committees			√	MNS (CP&CSU)	DGTF	Audio Visual & Print Production Costs	1,000.00	
	Assessment conducted						Travel	1,000.00	
	Production of report		√		SDC		Training, Workshops, Conferences	5,000.00	
	Sensitisation sessions local officials, PDCs and other key stakeholders to actively participate in the PSC		√						
	Workshops for elected officials from authorities.		√		DLG		Local Consultants	8,500.00	
	Sensitisation of CBOs in selected local authorities.		√						Audio Visual & Print Production Costs
		Convene the stakeholder MDAs to finalise decisions on the placement of Parish Safety Committees within the local government framework			√		NAPDEC	DGTF	Training, Workshops, Conferences
TOTAL								\$79,000.00	

Annex II: Assets Inventory

Project Title: Enhancing Civil Society Participation in Local Governance for Community Development

Award Number:

Project Number: 00077769

Date of Report: October 4, 2011

Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
1	JAM10	B0512	Vehicle		0						
2			Vehicle		0						
3			Vehicle		0						
Asset Profile 2 - Furniture											
4			Furniture or Fixture		0						
5			Furniture or Fixture		0						
6			Furniture or Fixture		0						
Asset Profile 3 - Electrical											
7			Electrical Equip. or Computer		0						
8			Electrical Equip. or Computer		0						
9			Electrical Equip. or Computer		0						
Asset Profile 4 - Heavy Machinery											
10			Heavy Equip. or Generator		0						
11			Heavy Equip. or Generator		0						
12			Heavy Equip. or Generator		0						
Asset Profile 5 - Non Capitalized Items											
13			Other (less than 1,000 \$)		0						
14			Other (less than 1,000 \$)		0						
15			Other (less than 1,000 \$)		0						

Project Manager

Robert H.P. Hill

Date & Signature

UNDP Programme Advisor

Date & Signature

Resident Representative

Date & Signature


Project Management: Prepared by: Tanisha Cunningham

Date: October 4, 2011

Signature: 
Project Associate

Reviewed by: Georgia E. Simpson

Date: October 4, 2011

Signature: 
Project Coordinator

Approved by: Robert H. P. Hill

Date: October 4, 2011

Signature: 
Project Manager

