



Regional the OECS Youth Strategy, By Youth for Youth

Project Appraisal Committee Meeting

30 October 2015

1. Agenda

- a) Welcome and Introductions
- b) Overview of Project
- c) Comments on Project Document
- d) Recommendations
- e) Approval
- f) Closing

2. Welcome and Introductions

During the opening session of the Project Appraisal Committee (PAC), Ms. Chisa Mikami, UNDP Deputy Representative welcomed participants and outlined the PAC process, which serves to appraise projects, as part of the UNDP Administrator's accountability for approval of programme activities. The PAC members will review the project document, make recommendations whether a proposed project should be approved or rejected. Ms. Mikami advised that the PAC would be guided by the new UNDP Quality Assurance processes – utilizing the Design and Appraisal questionnaire for new projects (see Annex 2). The UNDP team was located in the External conference room. The OECS colleagues were located in the OECS Commission in St Lucia. The full list of participants is available in Annex 1.

3. Overview of Project

Ms. Janine Chase advised that the Project Document was based on a concept note prepared by the OECS Commission. Ms. Chase advised the Committee the project would be utilizing a 'bottom up' approach, engaging youth across OECS member states in new and innovative ways to develop an OECS Youth Strategy. This will involve the development of an integrated digital portal using both social media and a website is proposed to access the youth across the subregion, engage them and receive feedback.

The project also proposes digital marketing through an OECS-centric youth brand for the strategy (both for development and implementation of the strategy). This forms part of the development of the OECS Youth Strategy which will also engage youth and other relevant stakeholders through focus group interventions and national consultations in all OECS Member States. This Strategy is expected to create a conducive, engaging environment which will enable:

- Provide an update to determine the state of the OECS youth
- Develop an understanding of the 21st Century challenges
- Give the OECS Youth a voice
- Advance the creativity of the youth
- Increase strategic investment in the youth

MS. Chase outlined that the project document identified 4 Outputs;

- Output 1 focuses on the actual development, endorsement and dissemination of the OECS Youth Strategy;
- Output 2, focuses on enhancing the capacity of the OECS Commission to engage in dialogue with youth across Member States, essentially building branding around the strategy. This is the focus of UNDP's support and where the resources have been programmed for implementation in 2015.
- Output 3 concentrates on youth participation in governance and development processes at the subregional level.
- Output 4 looks at the associated project management, monitoring and evaluation to ensure effective implementation of the project. A core function of OECS would be monitoring the rollout of the strategy, however it was noted that UNDP would have a supporting role in monitoring and evaluation.

It was noted that the project document contained all the total resources required for the implementation of the project whilst only Output 2 would be the focus of implementation in 2015. It was agreed the OECS would receive the allocated resources from UNDP once the PAC had agreed on the project and the appraisal process was completed, with the expectation all resources would be expended by 31 December 2015.

Although the project document contained all 4 Outputs, only Output 2 had resources allocated and it was confirmed the document will be used to seek resources for the unfunded Outputs throughout 2016. The OECS Youth Strategy is expected to be a central component of the OECS Youth Growth and Development Strategy.

4. Comments on Project Document

In order to assess the project, the UNDP Quality Assurance Questionnaire for the Design and Appraisal of new projects was utilized. This questionnaire assessed the project's relevance, management and monitoring mechanism, efficiency effectiveness, social and environmental standards and sustainability and national ownership. The results of the assessment are located in Annex I of this report.

Mr Peter Norville noted that the Director General of the OECS Commission, Dr Didacus Jules, had recently endorsed the project document, though Dr Jules noted that there should be convergence with the OECS Growth and Development strategy to the Youth Strategy, also aligning the Youth Strategy to the post 2015 Sustainable Development Goals (SDGs).

Mr Norville also noted that the Caribbean Development Bank (CDB) were a likely donor partner in this initiative and should be included in the management arrangements. The OECS will appoint a Project

Director who will be responsible for the day-to-day execution of the project, though the Director General of the OECS will have overall oversight.

In-kind contributions should be included as OECS will provide HR support, space, equipment – it was recommended that the OECS quantify this resource as it would be included on the project document.

Ms Mikami suggested the Project Board (PB) meet on a quarterly basis as it is expected that the PB is a high level policy-making body. It was agreed that the PB meet at the start and during the middle of project execution. Other meetings could be scheduled as needed. It was also agreed that the OECS Commission would procure the consultant, manage their work and sign off on the deliverables for payment. UNDP will only provide the transfer of funds, project assurance and oversight.




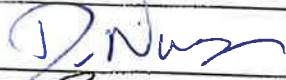
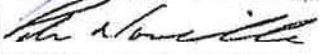
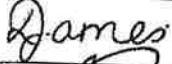
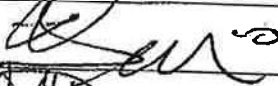
Mr Norville welcomed the technical and financial support from UNDP and the meeting closed with the recommendation to initiate the project.

Recommendations

Changes to be made to Project Document:

- Project outputs to be revised
- Include in-kind contribution support from OECS Commission (HR support, office space, equipment etc.); OECS need to quantify this resource
- Define project management arrangements (project director role, senior beneficiary etc.)
- Attach National Implementation (NIM) support to the project document
- Technical working group to be convened that will provide technical advice to board on youth to be included and reflect that structure.
- The PB membership should be rotated among the OECS countries within a pre-determined time frame

Attendees

Chisa Mikami	UNDP Deputy Resident Representative, UNDP	
Janine Chase	Project Coordinator, UNDP	
Nathalie Thomas	Programme Associate, UNDP	
Dwayne Nurse	Programme Associate, UNDP	
Peter Norville	Ag Head of Functional Cooperation and Programme Management Unit, OECS	
Lisa James	Programme Officer, OECS	
Lyndel Archibald	Project Coordinator, Juvenile Justice Reform Project, OECS	
Loverly Anthony	Research Officer, OECS	