



**United Nations Development Programme
Government of Fiji
Project Brief**



Project Title	Fiji MDG Based Planning
Outcome:	Strengthened MDG reporting process that enables improved MDG reporting and enhanced national and local capacities to analyse MDG needs assessments that inform MDG based national policies, plans and budget on key development challenges including poverty, environment and gender.
UNDAF Outcome(s):	1. MDG Based Equitable Economic Growth & 3. Equitable and Social Protection Services
Expected CP Outcome(s): <i>(Those linked to the project and extracted from the CP)</i>	MDG mainstreamed into national policies, plans and budgets.
Expected Output(s): <i>(Those that will result from the project)</i>	<ul style="list-style-type: none"> i. Reporting Process for Fiji National MDG 2004 reviewed; and ii. Improvements to MDG reporting process, contents, quality, and utility applied in the production of a second Fiji National MDG Report 2009;
Implementing Partner:	Ministry of National Planning (MoNP)

Brief Description

The purpose of this project is twofold: (i) to review Fiji's MDG Reporting process; and (ii) use the findings from the review to improve the next round of reporting through improved process, contents, quality and utility of Fiji's National MDG Report 2009. The second National MDG Report will allow Fiji to review its progress to date and what it needs from 2010 onwards to achieve its 2015 MDG targets.

Programme Period:	2008-2012	Total resources required	115,000
Key Result Area (Strategic Plan)	Mitigating the Impact of Aids on Human Development	Total allocated resources:	
Atlas Award ID:	_____	• Regular	115,000
Start date:	16 February 2009	• Other:	
End Date	31 December 2009	o Donor	_____
LPAC Meeting Date	12 February 2009	o Donor	_____
Management Arrangements	NIM	o Donor	_____
		o Government	_____
		Unfunded budget:	_____
		In-kind Contributions	

Agreed by Ministry of National Planning: _____

Date: 2/14

Title: Permanent Secretary for National Planning _____

Agreed by (UNDP):

A handwritten signature in black ink, appearing to be 'Z. Khan', written over a horizontal line.

Date: 19/4/09

I. SITUATION ANALYSIS

Fiji's moderate economic growth in recent years has not translated into significant advancements in per capita income and human development. A deteriorating quality of life is evidenced by the significant increase in hardship and poverty with strong emergence in urban squatter settlements and rural Fiji. While the global financial crisis has had minimal effect on Fiji, the recent floods in February 2009 with the west of Fiji worst hit will adversely affect those that are already in hardship. Fiji has made some progress in a number of MDGs however it may not achieve critical targets for MDG 1, 3 and 6 by 2015.

II. STRATEGY

The review of the MDG reporting process in nine Pacific Island countries including Fiji will provide UNDP with the information to help Fiji improve the process, contents, quality and utility of MDG reporting. The timing of the evaluation is ideal as the next round of MDG reporting is due in the period 2009-2012.

As part of this project, Fiji will use the lessons from the review of the MDG reporting process to produce a second National MDG Report in 2009.

UNDP consultations with the Ministry of National Planning (MoNP) have been conducted culminating in the CPAP consultations held with MoNP on February 12 2009. Further consultations with MoNP to finalise project implementation arrangements were held on Thursday, 19 March 2009.

III. IMPLEMENTATION ARRANGEMENTS

The project will be nationally implemented by the MoNP which is also the implementing partner. A Fiji National MDG Core Working Group which will have representation from a wide-cross section of the Fiji community such as professionals from the relevant MDG areas of economic & private sectors, education, health and environment, civil society, and academia, is to be established by the MoNP by May 2009. The Fiji National MDG Task Force will serve as members of the Project Board.

The Project Board will be responsible for making management decisions by consensus including recommendations of project plans and revisions submitted to UNDP for approval. To ensure UNDP's ultimate accountability, the Project Board's decisions should be made in accordance to standards that shall ensure:

- development indicators are met;
- best value for money;
- fairness;
- integrity;
- transparency; and
- effective international competition.

In cases where consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager based in the UNDP Fiji Multi-Country Office in consultation with the Permanent Secretary of MoNP. In addition, the Project Board plays a critical role in UNDP commissioned project evaluations by quality assuring the evaluation process and outputs and using evaluations for performance improvement, accountability and learning. Project reviews may occur during the life of the project as and when necessary. The Project Board is consulted by the Project Manager with regards to project annual and

quarterly work plans, and budgets. Based on the approved Annual Work Plan (AWP) of which this implementation arrangement forms part of, the Project Board may review and approve quarterly work plans. The Project Board is the authority that signs off the completion of each quarterly plan as well as authorises the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies.

Executive: The executive of the Project Board is the Permanent Secretary of MoNP who will chair the Board's undertakings as representative of the Fiji Governments' Cooperating Agency. The Executive shall appoint one or two Deputies to replace him when he is unable to undertake his duties and shall inform the UNDP Program Manager, when the case arises. The Executive provides an oversight role to the Implementing Partner that will have the overall responsibility for project implementation and is responsible for project deliverables and accountable to Government and UNDP.

Senior Supplier: The UNDP member of the Project Board representing the interests of the parties providing funding and/or technical expertise to the project is the Senior Supplier. The primary function of the Senior Supplier's within the Board is to provide guidance regarding the technical feasibility of the project.

Senior Beneficiary: An individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realisation of project results from the perspective of the project beneficiaries. The Senior Beneficiary for this project will be the National MDG Task Force representing different thematic areas.

The Project Board supports and provides guidance to the roles as follows:

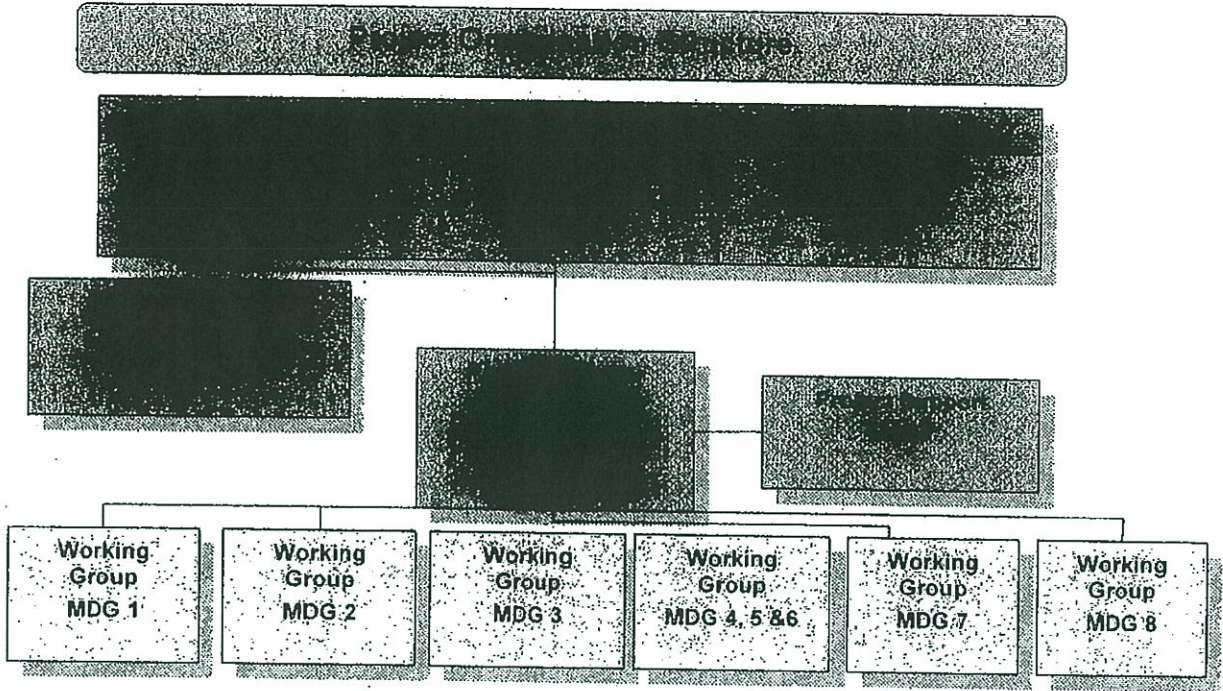
Project Assurance: Project Assurance is the responsibility of each Project Board member. However, the role can be delegated. The project assurance role supports the Project Board by carrying out independent and objective project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager. Therefore the Project Board cannot delegate any of its assurance responsibilities to the Project Manager. Project Assurance for this project will be undertaken by UNDP.

Implementing Partner: The implementing partner is responsible and accountable for managing the project including monitoring and evaluation of project interventions, achievement of project outputs, and effective use of UNDP resources. The implementing partner may enter into agreements with other organisations or entities to assist it in successfully delivering the project outputs. Possible implementing partners include government institutions, other eligible UN agencies and Inter-Governmental Organisations (IGOs), UNDP, and eligible NGOs. Eligible NGOs are those that are legally registered in the country where they will be operating. Where NGOs are used, their ability to manage cash shall be assessed in accordance with the Harmonised Approach for Cash Transfers (HACT).

Project Manager: The Implementing Partner appoints the Program Manager, in consultation with UNDP. The Project Manager should be different from the Implementing Partner's representative in the Project Board. The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner, within the constraints laid down by the Project Board. The Project Manager's prime responsibility is to ensure that the project produces the outputs (results) at the required quality standards and within the specified budget and time frame, specified in the project document.

Project Support: The Project Support role provides administration, management and technical support to the Project Manager as required by the needs of the individual project. It is necessary to keep the project support and project assurance roles separate in order to maintain the independence of project assurance. Project support will be provided by the senior staff within the sectoral division of the MoNP.

Working Groups: Different working groups may be formed to work on different tasks and related targeted outputs and reporting to a member of the Project Board (therefore a senior beneficiary), with the aim of informing or improving the reporting process, contents and quality in producing Fiji's National MDG Report for 2009. The Working Groups will be appointed as and when the MoNP sees necessary and in consultation with UNDP.



IV. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:			
1.1 Localising MDGs: Fiji prepares and implements sectoral and national plans and sustainable development strategies aligned with MDG goals, targets and indicators linked to national statistical information systems and databases are established, strengthened, upgraded and harmonized focusing strongly on demographic disaggregated data and poverty indicators.			
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Baseline: At the end of 2007, Fiji does not have national or sectoral plans costed or aligned with MDGs. Target: MDG-based planning and budgeting is operational. Indicators: MDG costed national plans; % increased budget allocations for MDGs; MDG report completed.			
Applicable Key Result Area (from 2008-11 Strategic Plan): Promoting inclusive growth, gender equality and MDG achievement.			
Partnership Strategy: The project is nationally implemented by the Ministry of National Planning (MoNP). The Fiji National MDG Task Force to be established with membership from a wide-cross section of Fiji will serve on the Project Board.			
Project title and ID (ATLAS Award ID): Fiji MDG Based Planning			
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
Output 1: Review of Fiji's MDG reporting process, lessons learned and improvements documented in the form of a report and training materials for new MDG reporting process.	May 2009	ACTIVITY 1: RESULT: Review of 2004 - 2008 MDG reporting process (as part of a multi-country initiative)	Ministry of National Planning (MoNP)
Output 2: Fiji National MDG report 2009	December 2009	ACTIVITY 2: Result: Data readiness analysis	
Output 3: Project Management	Feb-December 2009	ACTIVITY 3 RESULT: UNDP Effective Project Management	
Total			
			USD 115,000

V. ANNUAL WORK PLAN

Year: 2009

EXPECTED OUTPUTS And baseline, associated indicators and annual targets.	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
<p>OUTPUT 1: Review of Fiji's MDG reporting process, lessons learned and improvements documented in the form of a report and training materials for new MDG reporting process.</p> <p>Output Indicators:</p> <ul style="list-style-type: none"> Review completed and report including lessons learned produced Training materials on improved MDG reporting process produced <p>OUTCOME: MDG REPORTING PROCESS STRENGTHENED</p> <p>Strengthened MDG reporting process that enables improved MDG reporting and enhanced national and local capacities to analyse MDG needs assessments that inform MDG based national policies, plans and budget on key development challenges including poverty, environment and gender.</p> <p>Outcome Indicators:</p> <ul style="list-style-type: none"> Number of national and local personnel trained on improved process for MDG reporting Improved MDG reporting process adopted by Fiji for its National MDG Report 2009 Fiji's National MDG Report 2009 used as a basis for MDG needs assessments and allocation of resources for future annual budgets Number of policies, plans, and budgets formulated based on the findings depicted by the MDG related data <p>RELATED CP OUTCOME:</p> <ol style="list-style-type: none"> Poverty Reduction and the Millennium Goals: Fiji prepares and implements sectoral and national plans and sustainable development strategies aligned with MDG goals, targets and indicators linked to national budgets <p>RELATED UNDAF OUTCOME:</p> <ol style="list-style-type: none"> Equitable Economic Growth & Poverty Reduction 	<p>ACTIVITY 1: RESULT: Review of 2004 - 2008 MDG reporting process (as part of a multi-country initiative)</p> <ol style="list-style-type: none"> Recruit consultant Desk review of report and relevant documentation Stakeholder consultations Draft report Final report Produce training manual on improved MDG reporting process 					UNDP	5,000	
		X				UNDP/ Ministry of National Planning	71200	5,000
		X				UNDP/ PC	71200	5,000
		X	X					
			X	X				
			X					

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
3. Equitable Social & Protection Services									
<p>OUTPUT 2: FUJI NATIONAL MDG REPORT 2009</p> <p>Baseline: Last National MDG Report produced in 2004</p> <p>Output Indicators:</p> <ul style="list-style-type: none"> 2nd National MDG Report Published MDG data gaps identified MDG Needs Assessment Undertaken <p>OUTCOME: MDG REPORTING STRENGTHENED Strengthened MDG reporting and enhanced national and local capacities to analyse MDG needs assessments that inform MDG based national policies, plans and budget on key development challenges including poverty, environment and gender.</p> <p>Outcome Indicators:</p> <ul style="list-style-type: none"> Number of planners, statisticians & CSOs trained on improved process for MDG reporting, MDG data collection and analysis Improved MDG reporting process adopted by Fiji for its National MDG Report 2009 Fiji's National MDG Report 2009 used as a basis for MDG needs assessments and allocation of resources for future annual budgets Number of policies, plans and budgets formulated based on the findings depicted by the MDG report and related data Proportion of National budget allocated to implement MDG related targets Number of press releases, promotional & awareness raising activities undertaken <p>Related CP outcome: 1. Poverty Reduction and the Millennium Goals: Fiji</p>	<p>ACTIVITY 1: RESULT: DATA READINESS ANALYSIS</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> Establish MDG Core Working Group with representatives from the Fiji State of the Nation and Economy working groups (WG 4, 5, 6, 7, 8) and to be chaired by Ministry of National Planning or Ministry of Finance in Working Group 4. Review current state of MDG achievement by taking stock of existing analytical work i.e. the HIES, Census and available socioeconomic reports Establish current status of MDG achievement & other assessments on policy/institutional/capacity initiatives and review legislative process of drafting pro-poor policies for the achievement of MDGs Identify data gaps and establish local targets, benchmarks and indicators to achieve the MDGs Undertake advocacy at various levels to enhance awareness of the MDGs (i.e. radio spots, TV spots, posters, pamphlets completions etc) in terms of what they are and status of achievement 			X		Ministry of National Planning/Bureau of Statistics/UNDP	TRAC 2	Int. Consultant - 71200 Office Equipment - 77220 Workshop Costs - 72700 IT Equipment - 72800 Printing & Publication - 74210 Promotional Materials & Distribution - 74215	35,000 10,000 10,000 10,000 15,000 10,000
								Sub-Total	90,000

EXPECTED OUTCOMES <i>And: baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actors</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
prepares and implements sectoral and national plans and sustainable development strategies aligned with MDG goals, targets and indicators linked to national budgets RELATED UNDAF OUTCOME: 1. <i>Equitable Economic Growth & Poverty Reduction</i> 3. <i>Equitable Social & Protection Services</i>	6. Draft national MDG Report and translate into Indian and Fijian language. 7. Publication of final MDG Report in English, Fijian and Indian language.		X		X			
Output 3: Project Management Output Indicators: <ul style="list-style-type: none"> • <i>Outcome-based monitoring & reporting as per project document/annual work plan met on a timely basis</i> • <i>Project outputs delivered on time and at required quality</i> • <i>Project actual cost within budget</i> 	Activity 1 Result: Effective Project Management 1. Conduct effective management oversight, monitoring and evaluation and operational support throughout the life cycle of the project.					UNDP	TRAC 2	UNDP M&E - 71600 5,000 Communication and Operational Costs - 74500 5,000 Audit – 74100 5,000 Sub-Total 15,000

VI. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the **UNDP Poverty Analyst** to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas by the **UNDP Poverty Analyst** and regularly updated by the **UNDP Programme Manager** by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the **Project Manager** to the Project Board through Project Assurance, using the report format attached as Annex 2.
- a project Lesson-learned log shall be activated by the **UNDP Programme Manager** and updated on a quarterly basis with a brief provided to the Poverty Unit to ensure on-going learning and adaptation within the organization. The lesson-learned log will facilitate the preparation of the Lessons-learned Report at the end of the project. This will be provided by the **UNDP Programme Manager** to the UNDP Poverty Analyst responsible for the MDG focus area.
- a Monitoring Schedule Plan shall be activated in Atlas by the **UNDP Programme Manager** and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and in the Joint Steering Meeting (JSM). As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project. Given that this project is a one year project, the review will also be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)	Fiji MDG Based Planning	Start Date: Feb 2009 End Date: Dec 2009
Purpose	<p>In working towards MDG mainstreamed into national policies, plans and budgets, the project will</p> <p>(i) review Fiji's 2004 MDG reporting process; and</p> <p>(ii) use information from the review to improve the MDG reporting process, contents, quality, and utility applied in the production of a second Fiji National MDG Report 2009.</p> <p>The second National MDG Report will allow Fiji to review its progress to date and what it needs to achieve its 2015 MDG targets.</p>	
Description	<p>The purpose or objective of the project will be achieved through the implementation of 3 main activities: (i) Review of 2004 - 2008 MDG reporting process (as part of a multi-country initiative); (ii) Data readiness analysis; and (iii) UNDP effective project management.</p>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<p>Output 1</p> <ul style="list-style-type: none"> Review completed and report including lessons learned produced to UNDP's satisfaction Training materials on improved MDG reporting process produced is easily understood and adopted by PICs in producing next round of MDG reporting (2009-2012) 	<p>Output specifics in TOR are met. Final draft of outputs circulated for wider feedback and comments before being finalised.</p>	<p>Output 1: April/May 2009</p>
<p>Output 2</p> <ul style="list-style-type: none"> The MDG knowledge and analytical capacity of MoNP & CSOs strengthened through improved skills to identify MDG data gaps, analyse HIES 2009 and to undertake MDG Needs Assessment 2nd National MDG Report Published has higher utility by policy makers relative to 2004 MDG Report and is referred to by CSOs in their programmes and advocacy work. 	<p>Determine level of utility of both the review report and Fiji National MDG Report 2009 in Fiji's policy formulation, analysis and implementation process.</p>	<p>November/Dec 2009</p>
<p>Output 3</p> <ul style="list-style-type: none"> Outcome-based monitoring & reporting as per project document/annual work plan met on a timely basis Project outputs delivered accepted by UNDP as required quality and within project budget. 		<p>Quarterly basis (Apr, July, Oct and Dec 2009)</p>

VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

VIII. ANNEXES

Annex I. Risk Log

Special Clauses. In case of government cost-sharing through the project which is not within the CPAP, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
 2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.
 3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
 4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.
 5. All financial accounts and statements shall be expressed in United States dollars.
 6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.
 7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph []above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.
 8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.
- In accordance with the decisions and directives of UNDP's Executive Board:
- The contribution shall be charged:
- (a) [...]cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
 - (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.
9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.
 10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP."

RISK LOG

Project Title: Fiji MDG Based Planning	Award ID:	Date:
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No.	Description	Date	Category	Impact	Cause	Mitigation	Responsible
1	Fiji's economic challenges places further constraints on MoNP human resources including those afforded to management of the project.	23 March 2009	Economic and financial	No project manager therefore coordination delays P = 2/3 I = 4	Close monthly monitoring on MoNP movements and HR and monthly project progress in terms of delivery of outputs.		UNDP Programme Manager
2	Change in Government leadership, in particular MoNP.	23 March 2009	Political Organizational	Project not completed due to lack of commitment from new leadership. P = 2/3 I = 4	Close monthly monitoring on MoNP HR as well as variances in provision of inputs against schedule.		UNDP Programme Manager

**Minutes of the MDG Task Force Meeting held at the National Planning's
Main Conference Room, Level 7 at 10.30am on Wednesday 27th May
2009.**

Present:

1. Mr. Pita Wise (PW)	PSNP (<i>Chairperson</i>)
2. Mr. Serucokocoko Yanuyanurua	Director, Water & Sewerage, Ministry of Public Utilities
3. Mr Josevata Suka	A/SEO, Ministry of Education
4. Mr Dixon Seeto	President, Fiji Employers Federation
5. Mr. Swani Maharaj	President, Fiji Chamber of Commerce
6. Ms Marai Ubitau	A/DS, Ministry of Local Government
7. Ms Banuve Kaumaitotoya	DS, Ministry of Fisheries and Forests
8. Ms Ana Vesikula	Ministry of Provincial Development
9. Dr James Fong	Ministry of Health
10. Mrs Litia Mawi	Director, Poverty Monitoring Unit
11. Mr Nemani Mati	DS, Office of the Prime Minister
12. Mr. Sainivalati Navuku	Fiji Program Manager, WWF
13. Mr. Timoci Bainimarama	Govt Statiscian, Fiji Bureau of Statistics
14. Mrs Tokasa Vitayaki	Pacific Foundation for the Advancement of Women
15. Ms Tauga Vulaono	President, National Council of Women, Fiji
16. Ms Alisi Daurewa	Partners in Community Development, Fiji
17. Ms Julia Korovou	Ministry of Finance – Aid Unit
18. Mr. Hassan Khan	Executive Director, FCOSS
19. Mr. Sekove Tamanitoakula	Ministry of Commerce
20. Mr. Patrick Tuimaleali'ifano	UNDP
21. Ms Nanise Vosayaco	Ministry of National Planning

Apologies:

22. Mr Peceli Vocea	PS, Ministry of Foreign Affairs
23. Mr. Taito Waqa	PS, Ministry of Labour

1.0 Introduction

1.1 The Chairperson welcomed everyone to this first MDG task force meeting, appreciating the wide representation of members including government, the civil society and the private sector and emphasized the importance of all stakeholders working together towards achieving the Millennium Development Goals by 2015.

1.2 Apologies were received.

2.0 Update on Progress of the Project – Fiji MDG Based Planning

2.1 The update was jointly presented by the Secretariat of the project, Nanise (MNP) and Patrick (UNDP). In the presentation, the following were noted:

- The project is nationally implemented by the Ministry of National Planning, which is also the implementing partner with the UNDP. The purpose of the project is two fold:
 - (i) To review Fiji's MDG Reporting process; and
 - (ii) Use the findings from the review to improve the next round of reporting through improved process, contents, quality and utility of Fiji's National MDG Report 2009. This report will allow Fiji to review its progress to date and what it needs from 2010 onwards to achieve its 2015 MDG targets.
- Information gathered through the current evaluation of the 2004 MDG reporting process indicates that despite Fiji having had several positive impacts, it is also evident that more work is needed to maintain the momentum. This includes: (i) greater dialoguing and advocacy within the government, (ii) more outreach activities involving the community and the sub-national entities and (iii) the donors including the UN agencies should continue playing the vital role of policy level advocacy and dialoguing and help mainstream MDGs within the framework of public governance of the government.
- Thus the project needs to be holistic, and its main objective really, is to assist the government to achieve the MDGs by strengthening institutional capacity to budget, plan and monitor the MDGs as well as key national development priorities. This includes the following:
 - (i) strengthen national data collection systems to effectively monitor the MDGs i.e. administrative data, national surveys and data management software within FIBOS;
 - (ii) further mainstream MDGs into SEEDS and Sector Development Plans;
 - (iii) Review Aid Management architecture and identify and Aid Management Information System to monitor SEEDS & MDGs
 - (iv) Analysis of HIES for info on MDG – Eradicate Poverty
 - (v) Conduct awareness raising and advocacy activities on MDGs based on findings of the 2nd report i.e. radio and TV spots, posters, pamphlets and local competitions
- The above outputs are not part of the budget of the project; however some consideration will be given upon request from the government through the Ministry of National Planning to UNDP, upon review of the current Country Program Action Plan (CPAP) in July 2009.
- The time frame for the project is from February to December 2009, with the National MDG Task Force as the Steering Committee at a budget of

US\$105,000.

- The budget breakdown is as follows:
 - (i) Consultants: 35,000
 - (ii) Workshops & consultation costs: 10,000
 - (iii) IT Software/Equipment: 15,000
 - (iv) Publication & Translation: 10,000
 - (v) Printing and Dissemination: 10,000
 - (vi) Training & Technical Backstopping: 10,000
 - (vii) Advocacy Materials: 10,000
 - (viii) Miscellaneous: 5,000

2.2 In the ensuing discussions, the following issues were noted:

- Noting that the 2009 MDG Report is the main output for the project, the Chair reiterated that the responsibility now rests with the Task Force in having a balanced report which requires commitment of everyone, especially the NGOs and importantly which realistically achieve Fiji's goals.
- The Chair as PS, Ministry of National Planning further highlighted on the framework of government in moving forward, in which his office is taking the role in implementing the blueprint of the Prime Minister through a Roadmap to Democracy and Sustainable Socio- Economic Development 2010-2014. This blueprint would improve Fiji's commitment to international obligations such as MDGs.
- More so, the Chair emphasized that with the US\$105,000 budget allocation, the Task Force has the flexibility to decide on its usage, on where the priorities of the project should be.
- Ms Daurewa of PCDF made reference to the Revised MDG Monitoring Framework and noted the need to better develop the KPIs that are outcome based, e.g. that which takes into account the issue of access to services. In response, it is highlighted that supplemental indicators that are more relevant to Fiji would be developed which will also ensure that the government has the capacity to monitor these KPIs through sectoral developmental plans. The need for such indicators, and their inclusion would have to be incorporated into the 2009 National MDG Report.
- Mr Khan of FCOSS updated, that from the NGOs end, a Tool Kit has been developed which outlined a MDG Watch Programme on the implementation of the MDGs activities at the grassroot level. The Chair reiterated his appreciation on such important initiatives that the NGOs are doing towards a common goal of improving livelihood for the people of Fiji.
- Alluding to the KPIs, Mr Maharaj from FCC queried on governments position in

empowering young people, esp. school leavers to address the food security issues we currently face. It was assured that this is one of the priorities of government which more resources will be directed to. In addition, Mr Maharaj also noted the need to review quarantine rules in terms of land resources and empowerment of landowners. The Chair then stressed that the Task Force should focus on the finalization of the 2nd MDG Report in which it will identify issues and recommend policy options for government to consider.

- In regards to MDG 7, Mr Maharaj sought clarification, as to despite the usage of biodegradable plastics is encouraged as environmental friendly, a factory in Fiji continues to produce synthetic plastics. Ms Ubitau, Department of Local Government will update the Task Force at its next meeting, of her ministry's stance on this concern.
- Again on MDG 7, the definition of sustainable water in the UN context was sought, and in response, it was explained as the following types of water supply for drinking: piped water, public tap, borehole or pump, protected well, protected spring or rainwater. It does not include vendor-provided water, bottled water, tanker trucks or unprotected wells and springs.
- Members of the Task force were informed that Government is also prioritizing its water in terms of allocating its resources. Mr Khan of FCOSS, requested that the Civil Society needs to be consulted in certain programmes of government like the privatization of water, however was assured that the Department of water was corporatized rather than privatized and the intention of reforms for the Department of Water and Sewerage is to make the entity independent from the other departments within the same ministry, so that it can make its own decisions and efficiently provide services to the general public.
- Mr Seeto of the FEF, observed that the MDGs can only be achieved through Fiji having a correspondingly healthy economic growth economy in terms of its financial environment. The issue then is, with the current economic environment we have, what assurance is there in terms of continuing support from UN agencies such as UNDP. In response, it was highlighted that UN Agencies use the MDG reports as results based or evidence in order to analyze trends especially in the Health, Education and Environmental sectors and then mobilize tools, to direct their assistance.

3.0 Terms of Reference for MDG Consultant

3.1 The update was presented by Patrick (UNDP). In the presentation, the following were noted:

- The TOR is still a draft which needs comments from members of the Task Force before it can be finalized and advertised in the local media. The recruited

consultant will be working for 4 months commencing from 1st of July 2009 and ending on the 30th of October 2009.

- Amongst others, key duties of the consultant include drafting and finalization of the 2009 MDG Report in consultation with the MDG Task Force.

3.2 In the ensuing discussions, the following issues were noted:

- A clarification was sought on UNDPs support to line agencies and was informed that the TOR for the consultant can be expanded to identify capacity constraints within the ministries and departments. This could be part of government's submission to UNDP in view of UNDP-Fiji Country Program Action Plan for 2009 review in July, for their consideration.
- Members of the Task Force were also informed that in consultation with FIBOS, the production of an annual statistical year book was discussed as a product of FIBOS and MNP comprising of social and economic indicators highlighting progress of the SDP, MDGs as well as regional and other international commitments. This could also be part of government submission towards the review of the UNDP- Fiji 2009 CPAP.
- Ms Banuve made reference to para 2 of the draft TOR and requested for the availability of regional MDG reports for comparison purposes and to give a guideline as regards progress of MDGs in the Pacific.
- Members of the taskforce are then reminded that they will allowed two weeks to submit comments before the TOR is finalized. On that note a request was also made to exchange information as readily as possible that members are kept abreast of emerging MDG issues, especially for the Pacific.
- The Chair requested Mr Khan to make a presentation on the MDG Tool Kit which FCOSS had developed in its next meeting..

4.0 Other Matters

- 4.1 With no further comments, the meeting ended, and members would be duly informed of the next meeting.