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| <p align="center"><b>UNITED NATIONS DEVELOPMENT PROGRAMME</b><br/><b>Georgetown, Guyana</b></p>   | <p><b>Mission Report Summary</b><br/><b>Date:</b> 9-22 February, 2015</p>   |
| <p><b>Name(s) of Traveller(s):</b> Akua Carberry</p> <p><b>Unit:</b>Environment &amp; Sustainable Development</p> <p><b>Project No. &amp; Title:</b>00091991- Amerindian Development Fund Phase 2</p>   | <p><b>Mission period &amp; Itinerary:</b>9-20 February, 2015</p> <p><b>Travel authorization date:</b> 5 February 2015</p> |
| <p><b>Purpose of the Mission</b> <i>(specify the type of work which has/had to be accomplished):</i><br/>Scoping Mission to eight(8) Amerindian Communities to verify and validate the currency, relevance and viability of the Community Development Plan (CDP).</p>   |   |
| <p><b>Brief summary of the Mission Findings:</b></p> <p><b>A. Findings:</b></p> <p>Team Work Plan</p> <p>A village meeting is organised by the Ministry of Amerindian Affairs (MoAA) to discuss the Community Development Plan (CDP). Where a decision is made by the community on the viability of the project and the Management team would be identified. A second meeting with the CDP management team is conducted so that the Budget and work plan would be discussed along with the Micro Capital Grant Agreement (MCGA) which require signatures, training is also carried out on starting a new Business venture.</p> <p>Communication:</p> <p>Communities visited all have radio contact via frequency (USB 53.00.00) which provided a significant ease in communication whilst the team (Jeremy Simmons-MoAA ADF PMU, Hemnarine Bhagwandin –GLDA &amp; Akua Carberry-UNDP)was on the ground.</p> <p>It must be mentioned that even though, it was stated to UNDP that communities would have been notified of all visits before the mission. It was noticed that some communities were not prepared. Tuseneng is a classic example, the Toshao passed us on the journey with just a toot of his ATV horn, and the village when visited stated that their leaders were not available to meet. Meetings for this community had to be re-scheduled. Bashvale Yawong-Mountain Foot, Bamboo Creek and Chiung Mouth were either revisited or visited the team in Paramakatoi after their initial scoping and training sessions. This had a lot to do with time management of the scoping and trainings sessions. It must be noted that due to time management meetings were re-scheduled also Bashvale Yawong-Mountain Foot and Bamboo Creek do not have CDPs. Bashvale Yawong-Mountain Foot is one of the communities that the Micro Capital Grant was not signed. This community was visited twice to sort out the budget. It was noticed during the first visit that the community wanted to use most of the micro capital grant funds for labour costs. The community management team was advised against this option and to rework the budget, during the second visit the budget was reworked with persons still questioning the amounts allotted for labour. At this point UNDP suggested that the management team rethink the priorities of the project and that they should consider having another village meeting to sort out this underlying problem. Bamboo Creek was one of the undecided communities when it came to what project they wanted as their CDP. This community is suitable for Mix-Crop Farming but chose Cattle Rearing as the returns were explained to them by the technical personnel Mr. Bhagwandin and they were mainly focusing on monetary returns without putting in much work. Chiung Mouth had no technical personnel to advice on their Cattle Rearing project, Jeremy Simmons provided advice for this community after gathering information from Mr. Bhagwandin’s previous discussions on this activity.</p> <p>Further, a clear monitoring guideline for each community was not established. Communities are not aware of planned visites to monitor or evaluate the project. Communities were not given clear information with reference to tranches of payment to be made to them for project outputs.</p> |   |

#### Training:

The treasurers selected to be on the Management teams of Kanapang and Chiung Mouth were not suitable for these positions. UNDP suggested that there be an Assistant Treasurer in the case of Chiung Mouth and a new person for Kanapang (as the initial person selected had a visible computation issue).

All eight communities received Training for starting & growing your new Business Venture. I indicated to Jeremy Simmons my concerns relating to persons understanding of this document as it was done in a rushed fashion. This document has 25 pages, specific attention was only paid to pages 5,7,12 & 19-21.

#### Technical Personnel:

Mr. Hemnarine Bhagwandin (GLDA) was the only technical person on this mission. He was with the team from February 9 – 13, 2015. He provided information and advice to communities that were interested in Cattle Rearing as their CDP, these were Taruka, Bamboo Creek, Tuseneng. Chiung Mouth the only other village interested in Cattle Rearing did not receive his technical support on this mission. Notibaly, Paramakatoi (Tourism), Bashvale Yawong-Mountain Foot (Cassave Farming), Kanapang (Banana Farming) and Kato (Village shop) had NO technical personnel support.

#### Logistics:

The MoAA PMU organised all arrangements, transportation on the return leg of the mission was problematic as the team on the ground were told of three separate departure days which kept changing notibaly (Friday Feb 20, Saturday Feb 21 and Sunday Feb 22). Incorrect information was relayed to UNDP office personnel on the travel arrangements for the UNDP staff in the field. This is a serious problem and needs to be addressed as safety and security of team members in the field should be priority when making travel and accommodation arrangements.

#### Budget:

This particular ADF scoping/training mission was under-budgeted. The MoAA PMU did not cater in their budget for UNDP ATV travels throughout this mission. A separate payment request would have to be submitted by the PMU to cover this cost.

All communities had to be guided in terms of formulating the budget for the Micro Capital Grant Agreement (MCGA). As it was noticed most of the monies were allocated for labour in the initial budget submission.

#### **B. Results achieved/Decisions made:**

- **Communities visited were Taruka, Bamboo Creek, Tuseneng, Bashvale Yawong-Mountain Foot, Paramakatoi, Kanapang, Kato and Chiung Mouth.**
- **Seven communities signed the Micro Capital Grant Agreement (Taruka, Bamboo Creek, Tuseneng, Paramakatoi, Kanapang, Kato and Chiung Mouth). Bashvale Yawong-Mountain Foot did not sign this grant due to budgetary issues. The management team was asked to do a follow-up community meeting to**
- **CDPs have to be completed for two communities (Bashvale Yawong- Mountain Foot and Bamboo Creek).**
- **All eight communities had banking information to provide as supporting documentation to their MCGA.**
- **All communities visited had their management team selected.**
- **Timelines (in terms of weeks) were achieved with reference to each community's work plan**

activity. There was no Gantt Chart preparation in the field by the MoAA ADF PMU for activity timelines.

**Follow-up action matrix:**

| Action(s)   | By whom      | Time-line |
|---|--------------|-----------|
| Community Development Plans to be completed for Bashvale Yawong-Mountain Foot and Bamboo Creek  | MoAA ADF PMU |           |
| Micro Capital Grant Agreements for Taruka, Bamboo Creek, Tuseneng, Paramakatoi, Kanapang, Kato and Chiung Mouth has to be completed with all supporting documents and submitted to UNDP | MoAA ADF PMU |           |
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**Key counterparts met:**

**Community Development PPlan Management Teams for all Bashvale Yawong-Mountain Foot, Bamboo Creek, Paramakatoi, Kato, Chiung Mouth, Kanapang, Tuseneng, and Taruka.**

**Distribution of mission report:EEIE Programme Specialist, GRIF Project Analyst, GRIF Programme Associate**

**Mission report uploaded on ATLAS?No**

**Annexes: Mission report to be uploaded on Atlas and ISK**