



*Empowered lives.  
Resilient nations.*

## Annual Work Plan 2017

Country: Jamaica

<b>Project Title:</b>	<b>Capacity development of mineral institutions and of small-scale private operators in mineral production in ACP countries</b>
<b>SP Outcomes:</b>	1. Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded
<b>MSDF Outcome(s):</b>	4: Inclusive and Sustainable solutions adopted for the conservation, restoration and use of ecosystems and natural resources
<b>CP Outputs:</b>	Output 4.2: Solutions developed at national and subnational levels for sustainable level for sustainable management of natural resources, ecosystem services, chemicals and waste
<b>Executing Entity:</b>	UNDP
<b>Implementing Agency:</b>	UNDP Jamaica

### Brief Description

This project will provide capacity-building support to the small-scale private sector, the associations/chambers, the public institutions and the social stakeholders that operate in the low value minerals and materials sector. The project will enhance the capacities of these entities to increase the sector's productivity; better manage mining operations; adhere to national and international environmental and health standards; and prevent conflict through effective community relations. The project's focus on small-scale processing activities will have the greatest impact on local employment generation and sustainable development. The project meets the concerns raised during the debate involving ministries of ACP countries in charge of the mineral sector held in Brussels in October 2012. The meeting highlighted the need for strengthened capacities of public authorities and officials working in the mining sector through inter-regional cooperation. Such capacities are necessary for sustainable development of sound local small-scale private sector. Therefore, the actions proposed in this project are in line with the prioritization identified in the ACP Group Road Map for the development of the mineral resources sector.

The project will be delivered through the following outcomes and outputs.

#### Expected Outcomes

1. The small-scale private operators in ACP countries operating in the LVMM[2] sector have the technical and entrepreneurial capacity to enhance productivity.
2. Industry associations/chambers in ACP countries that represent small-scale private operators in the LVMM sector have capacities to fully support miners and provide them with services.
3. Public institutions in ACP countries in charge of the mining sector and mineral policies have capacities to regulate and create an enabling environment for small-scale private operators and their representatives.
4. Civil society, communities and indigenous peoples have the knowledge to ensure that the mining sector meets the economic, social and environmental standards and violent conflict is prevented.
5. ACP countries benefit from exchange of knowledge and experiences through South-South learning and cooperation.

#### Expected Output

1. Operating standards and technologies improved in mines and quarries through enhanced technical knowledge of the small-scale private sector, associations/chambers, and public institutions in mine and quarry management.
2. Environmental, health, safety standards improved and human and labour rights better protected in artisanal and small-scale mining through enhanced technical and legal knowledge of the small-scale private sector, associations/chambers, and public institutions.
3. Productivity, access to markets and working capital of the small-scale private sector in mining increased through enhanced entrepreneurial skills.
4. Value chains in mining strengthened through networking and improved capacity of associations/chambers and public institutions to conduct market analysis and investment promotion.
5. Access to geo-data in mining improved through enhanced technical knowledge, capacity and coordination among public institutions.
6. Risk of conflict between miners, mining enterprises and local communities reduced by building conflict prevention, dialogue and mediation skills of miners, associations/chambers, public institutions and communities

Programme Period:	2014 - 2017
Atlas Award ID:	00082889
Project ID:	00075375 or 00099852
Start date:	01 September 2014
End Date	31 August 2017

Management Arrangements: DIM  
PAC Meeting Date:

Total resources required	US\$469,505.07
Total allocated resources:	
• Regular	29,525.00
• Other:	
• Donor	US\$ 439,980.07
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by (UNDP): \_\_\_\_\_

Date: 22-02-2018

Signature: R. Kelly

Annual Workplan 2017

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount (USD)	
	<b>Activity 1- Project Management</b>									
Output 1: Operating Standards and technologies improved in small-scale mines and quarries through enhanced technical knowledge of the small-scale private sector, associations/chambers and public institutions in mine and quarry management.	1.1 Salary					EU	71400- Contractual Services -IC	EU	26,000.00	
	1.2 Maintenance of Equipment					UNDP CO	73300- Rental & Main. Of Equipment	EU	1,000.00	
	1.3 Procure Stationery					UNDP CO	72500- Equipment and Furniture	EU	200.00	
	1.4 Procure Desk and Chair					UNDP CO	72200- Equipment and Furniture	EU	800.00	
	1.5 Communication Cost- Data					UNDP CO	72400- Mobile Tele charges	EU	500.00	
	1.6 Recruitment of Independent Contractor – Short Term. (April – September)					UNDP CO	71300- Local Consultant	EU	40,000.00	
	1.7 PSC meetings (monthly/quarterly)					UNDP CO	75700- Training, Workshop & Conference	EU	2,500.00	
	1.8 Communication Costs- Mobile Telephone					UNDP CO	72400- Mobile tele charges	EU	600.00	
	1.9 Project Management Support					UNDP CO	71300- Local Consultant	UNDP	29,525.00	
									<b>Sub-total 71,600.00</b>	
	<b>Activity 2- Conduct Inception Report , Baseline Studies –Market Studies, social and poverty assessment</b>									
Sector capacity assessments at the country level. Target: 1 Baseline Assessment.	2.1 Recruitment of consultant					UNDP CO	71300- Local Consultant	EU	150,000.00	
	2.2 Hosting of Workshop- Venue					UNDP CO	75700- Training, Workshop & Conference	EU	800.00	
	2.3 Hosting of Workshop- Printing					UNDP CO	74200 Audio Visual & Printing Cost	EU	200.00	
	2.4 Hosting of Workshop- Chairperson					UNDP CO	71300- Local Consultant	EU	500.00	
Deliver country training training on mine and quarry management. Organize field										

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
visits. Target: 1 workshop.								
	<b>Activity 3- Country Level Training on Environment, Health, Safety Standards, Labour and Gender Issues</b>							Sub-total 151,500.00
	2.1 Procure Local Consultants to prepare training material. Deliver material and Evaluate Workshop.				UNDP CO	EU	71800- Local Consultant	10,000.00
	3.2 Conduct Training of Trainers for 20 persons- Venue (2x5 days). Site visit.				UNDP CO	EU	75700- Training, Workshop & Conference	2,500.00
	3.3 Printing of course material				UNDP CO	EU	74200- Audio Visual and Printing	500.00
	3.4 Conduct business sensitisation Seminar on Grant Funding, Financial Initiatives, other sources of financing. - Venue				UNDP CO	EU	75700- Training, Workshop & Conference	1000.00
	3.5 Conduct Grant Funding Seminar - Printing				UNDP CO	EU	74200- Audio Visual and Printing	1000.00
	3.6 Monitoring & Evaluation - Visit of UNDP Belgium Staff for pre-audit or attendance at workshop - air-fare, daily subsistence etc.				UNDP CO	EU	71600- Travel	6,000
	<b>Subtotal</b>							<b>21,000.00</b>
	<b>Activity 4 - Country Level Training on Geo-Data</b>							
Output 5: Access to geo-data in development mineral mining improved through enhanced technical knowledge, capacity and co-	4.1 Procure Local Consultants to deliver and Workshops. (10-12 days)				UNDP CO	EU	71800- Local Consultant	20,000.00

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs.	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount (USD)
ordination of public institutions. Target – 1 regional workshop. Conduct country training on geo-data mapping. Target – 1 workshop	4.2 Conduct TOT Regional and Country Training Workshop – Venue (First and Final)					UNDP CO	75700- Training, Workshop & Conference	19,000.00	
	4.3 Conduct TOT Workshop – Printing					UNDP CO	74200- Audio Visual and Printing	1500.00	
	4.5 Digitize 50% of maps in 2017.					UNDP CO	72800- Info Tech Equip	10,000.00	
	4.6 Dissemination mechanisms developed for geo-data					UNDP CO	72800	6,000.00	
	4.7 Preparation of material, including advertisement for course.					UNDP CO	74200- Audio Visual and Printing	3,000.00	
	<b>Sub-total</b>							<b>59,500.00</b>	
	<b>Activity 5- Country Level Training on Mine and Quarry Management</b>								
	5.1 Procure Local Consultants to prepare training material. Deliver material and evaluate workshop.					UNDP CO	71300- Local Consultant	3,000.00	
	5.2 Hosting of workshop – Printing of calendar for 2017 as visibility items. Printing of course material for (20 persons).					UNDP CO	74200- Audio Visual and Printing	2,000.00	
	5.3 Hosting of workshop – Visibility items (branded flash drives, for participants (20 persons)					UNDP CO	75700- Training, Workshop & Conference	1,200.00	
	5.4 Conduct training of trainers for 20 persons – Venue (1-5 days) and refreshments. <b>Blasting techniques; First Aid Training, Handling chemicals.</b>					UNDP CO	75700- Training, Workshop & Conference	1,000	

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount (USD)
	<b>Sub-total</b>								<b>7,200.00</b>
	<b>Activity 6- Country Level Training on Environment, Health, Safety Standards, Labour and Gender Issues.</b>								
	6.1 Procure Local Consultants to prepare training material. Deliver material and evaluate workshop.					UNDP CO	EU	71300- Local Consultant	5,000.00
	6.2 Site visits to selected quarries, promotion and publicity of activities.					UNDP CO	EU	73400- Rental and Maintenance of Equipment	500.00
	6.3 Hosting of workshop – Printing of visibility items. Printing of course material for (20 persons).					UNDP CO	EU	74200- Audio Visual and Printing	500.00
	6.4 Venue and refreshments for participants (5 days) (20 persons)					UNDP CO	EU	75700- Training, Workshop & Conference	1,000.00
	6.5 Procure local consultants to prepare training material. Deliver material and evaluate workshop – Safety session for Haulage contractors.					UNDP CO	EU	71300- Local Consultant	1,000.00
	6.7 Site Visits to selected quarries					UNDP CO	EU	73400- Rental and Maint. Of Other Equipment	500.00
	6.8 Hosting of workshop , venue, refreshments and printing. Signage to be confirmed.					UNDP CO	EU	75700- Training, Workshop & Conference	7,000.00
								<b>Sub-total</b>	<b>15,500.00</b>
	<b>Activity 7 – Out of Country Training – Institute of Geosciences and Minerals – Dar-es-Salaam, Tanzania.</b>								

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount (USD)
	7.1 Conduct training of trainers for 10-20 persons – Venue (1-5 days) and refreshments. <i>Artisan techniques for clay, ceramic, jewellery. [Alabaster to be held later 2017 pending availability of Master].</i>					UNDP CO	75700- Training, Workshop & Conference	3,500.00	
	7.2 Site visits to selected artisanal centres. Publication and promotion of activities (video and photography).					UNDP CO	73400- Rental and Maint. Of Other Equipment	1,000.00	
	7.3 Procure Consultant to prepare material and host country training. (JBDC, TPDCO to collaborate with Artisans)					UNDP CO	71300- Local Consultant	3,000.00	
	7.4 Training Course fee, air-fare, daily subsistence allowance, terminal expenses for 8-9 persons to attend Out of Country Training in Africa. (2 – gemstones and 3 for ceramic/clay course. Other agencies – 3/4)					UNDP CO	71600- Travel	60,000.00	
							<b>Sub-total</b>	<b>67,500.00</b>	



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
Output 4: Value chains in Development Minerals mining strengthened through networking and improved capacity of associations/chambers and public institutions to conduct market analysis and investment promotion. Target: 1 National Minerals Fair.	Activity 9 – Rental of vehicles for site visits.  Toll pass, Fuel, miscellaneous fees including refreshments.					UNDP CO	EU	73400- Rental and Maint. Of Other Equipment  3,000.00  2,600.00
Country level initiatives for sector promotion. Small grants to training participants. Target: 5 small grants. Partnership agreements with institutions. Target – 1-2 partnership agreements.	Activity 10 – Small grants funding. (Includes inventory of maps for Activity 4 (Return for Work)- US\$5,000.00 Others - US\$5,000.00						EU	72600- Grants  10,000.00
<b>Sub-total</b>								<b>15,600.00</b>
<b>Sub-total (excluding small grants)</b>								<b>393,400.00</b>
<b>Sub-total (including small grants)</b>								<b>403,400.00</b>
<b>GMS (7%)</b>								<b>28,238.00</b>
<b>TOTAL</b>								<b>431,638.00</b>

