



QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	April - June 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:	Planning Institute of Jamaica; Crime Prevention and Community Safety Unit, Ministry of National Security		
Overall Project Coordinator:	Robert Hill		
Date:	September 16, 2011		
Current year Approved Budget:	US\$100,500.00		
Current quarter advance:	US\$26,500.00	Current qtr exp:	US\$6,442.66
Annual expenditure to date:	US\$6,442.66	Current Year Delivery	6.4%

I. EXECUTIVE SUMMARY

The period April through June was mostly utilised to facilitate project start-up activities & finalization of the first quarter implementation plan. Three (3) Stakeholder Committee meetings were held during the quarter. At those meetings, the revised The terms of Reference (TOR) were adopted and preparations for the Scoping Mission were discussed and finalised. The second quarter (April – June 2011) work plan was reviewed and approved by the Project Board. The operation modalities to include the Board's roles and responsibilities were discussed. Also discussed at length was the issue of chairmanship of the Parish Safety Committee and it was decided that this matter would be addressed as an activity result in the project work plan since it was not a matter that could be resolved by the Local Project Accounts Committee (LPAC). The Project Board accepted that the comments made at the Stakeholders' Meeting, once incorporated in the Project Document can be submitted to the Donor. A decision was taken to include the Association of Local Government Authority (ALGA) on the Project Board and to be fully involved in the implementation of the project. In addition, it was decided that ALGA, the Planning Institute of Jamaica (PIOJ) and National Association of Parish Development Committee (NAPDEC) were to be invited to a project briefing meeting.

The TOR for the Stakeholders' Committee and the Project Staff were completed. The two project posts were advertised and interviews conducted to fill the positions.

Five (5) Local Authorities, St. Mary, Trelawny, Manchester, St. Catherine and Clarendon, were selected as the pilot parishes for the project. The international consultants through the conduct of an in-depth scoping mission visited the five Parish Councils along with a local counterpart team comprised of Department of Local Government (DLG), Social Development Commission (SDC) and the Local Authority (LA) representatives to facilitate the scoping mission/capacity assessment of the five selected Parish Councils.

Received 21/09/2011

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	26,500.00	26,500.00	10/05/2011	6,442.66	20,057.34
Output 1, Activity Result 1. Monitoring and work planning of project activities.	9,800.00	9,800.00		1,700.57	8,099.43
Output 1, Activity Result 2. Assessment of targeted parish councils - Desk review and baseline study conducted.	6,200.00	6,200.00		4,742.09	1,457.91
Output 1, Activity Result 3. Development of capacity building plan addressing gaps in targeted parish councils	4,000.00	4,000.00		0.00	4,000.00
Output 2, Activity Result 1. Assessment of existing Crime Prevention Committee	2,000.00	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	4,500.00	4,500.00		0.00	4,500.00
Subtotal	26,500.00	26,500.00		6,442.66	20,057.34
Total	26,500.00	26,500.00		6,442.66	20,057.34
Cash in hand @ end of reporting period					20,057.34
Commitments @ end of reporting period					0.00

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>Three Stakeholder Committee meetings were held during the quarter.</p>	<p>The Revised TOR was adopted and discussions were held regarding preparation for the Scoping Mission team.</p>	<p>The key activities such as baseline study and assessment of the Councils have commenced.</p> <p>The relevant TOR have been drafted and adopted by the Project Board and interviews were conducted to fill the two project positions.</p>
	<p>The Project Coordinator and Project Associate positions were advertised in the two major local newspapers.</p>	<p>The prospective candidates were shortlisted and interviews conducted in the month of June.</p>	
	<p>The Terms of Reference for the Stakeholder's Committee, the Project Coordinator and Project Associate were drafted & finalized</p>	<p>The Project Board adopted the draft TOR</p>	
	<p>The Scoping Mission team visited the five selected Parish Councils.</p>	<p>Scoping mission in preparation of the capacity assessment of the five selected Parish Councils were conducted. The recommendations will be submitted to the Department shortly.</p>	

IV. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
<p>There was a challenge in finalizing the meeting dates and times and getting the relevant persons who participated in the scoping missions of the selected Parish Councils available for the meeting on the same day. This resulted in delays in the implementation of project activities as the pre-assessment and assessment of the Local Authorities are of high importance to the project.</p>	<p>Low</p>	<p>Dialogue with the Councils to find a suitable time when all the relevant persons who were required for the meeting were available.</p>
<p>LESSONS LEARNT:</p> <ul style="list-style-type: none"> • Emphasis on preliminary logistical planning and enhancing dialogue to ensure that LA's are suitably informed of direct contact activities. 		

PLANNED ACTIVITIES (NEXT QUARTER – JULY – SEPTEMBER 2011)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		July	Aug	Sept		Source of Funds	Budget Description	Amount \$	
1.	Monitoring and work planning of project activities	√	√	√	UNDP (CO)	DGTTF	71400 Contractual Services – Individual	7,000.00	
	Quarterly Stakeholders' Meeting			√	PIOJ		Communication & Audio Visual Equipment	700.00	
	Fields/Site visits conducted		√	√	DLG		Supplies	300.00	
	Prepare quarterly Progress Report and submit to Project Board			√					
	Desk review and Baseline Study conducted		√	√	UNDP (RSC)	DGTTF	International Consultant	9,000.00	
	Review of capacity assessment of PDCs		√	√					
	Analysis of findings of baseline study.			√				International Consultant	1,000.00
2.	Sensitisation sessions for divisional commanders in selected parishes			√	MNS (CP&CSU) DLG NAPDEC	DGTTF	Training, Workshops, Conferences	12,000.0	
	Workshop for elected officials from selected local authorities. (E-Learning course: <i>Urban Crime & Violence Prevention</i>)			√			Local Consultants	2,500.00	
	Sensitisation of CBOs in selected local authorities.			√			Audio Visual & Print Production Costs	1,000.00	
	Convene the stakeholder MDAs to select parishes to be assessed and where parish safety committees will be established	√	√		PIOJ	DGTTF	Training, Workshops, Conferences	1,500.00	
	Convene the stakeholder MDAs to finalise decisions on the placement of Parish Safety Committees within the local government framework	√					DGTTF	Training, Workshops, Conferences	1,500.00
TOTAL								\$36,500.00	

Annex II: Assets Inventory

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

Award Number: 00077769

Project Number: 000

Date of Report: September 16, 2011

S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
Asset Profile 1 - Vehicles											
1	JAM1	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

Date & Signature



UNDP Programme Advisor

Date & Signature

Resident Representative

Date & Signature

Project Management: Prepared by: Tanisha Cunningham

Date: September 16, 2011

Signature:



Approved by: Robert H. P. Hill

Date: September 16, 2011

Signature:

