



QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	July 1 – September 30, 2011		
Project number and title:	Project Number: 00079489 Atlas Award ID 00062148 Mainstreaming Migration in National Development Strategies		
Project Duration:	May 1, 2011 – December 31, 2012		
Implementing Partner:	UNDP BDP		
Responsible Parties:	Planning Institute of Jamaica		
Overall Project Coordinator:	Mr. Easton Williams		
Date:	September 30, 2011		
Current year Approved Budget:	US \$53,000		
Current quarter advance:	N/A	Current qtr exp:	US\$926.78
Annual expenditure to date:	US\$5,806.95	Current Year Delivery to date:	

A. QUARTERLY SUMMARY OF ACTIVITIES

During this quarter, there were further delays in the transfer of project funds which affected the completion of planned activities according to the quarterly work plan. The Migration Project Policy Unit (MPU) despite this challenge, implemented measures geared toward ensuring the project remains on target. However, the Planning Institute of Jamaica (PIOJ) wants to formally register concern that the general management of the project has been affected by this delay as project funds for quarters two and three are still outstanding and quarter four is about to commence.

On September 21, 2011, the PIOJ received a letter outlining an agreement set to take effect in quarter four where UNDP Bureau for Development Policy (BDP), New York in lieu of the UNDP County Office will transfer project funds directly to the PIOJ and speed up the process of transferring outstanding funds. This has led to modifications to the project document and a new Letter of agreement (LOA) between UNDP BDP and PIOJ. This new agreement is to facilitate the transmission of the first, second and third tranche of funds to support project activities. All requisite documentation has been completed and submitted. The PIOJ is currently awaiting an update from UNDP BDP on the next steps.

The following activities were undertaken during the period July 1 – September 30, 2011:

- I. The National Working Group on International Migration & Development (NWGIMD) - A briefing meeting was held with the Chair, Senator the Honourable Marlene Malahoo Forte, State Minister in the Ministry of Foreign Affairs and Foreign Trade (MFAFT). The meeting discussed the chairmanship of the NWGIMD and strategized scheduling of meetings given her busy work schedule. Other matters discussed included assignments for each member of the NWGIMD as part of the strategy to engage and retain the membership of the NWGIMD. To date, the submission of assignments have been slow in coming in, however the MPU has taken steps to ensure that these are submitted through follow-up email reminders and telephone calls to members regarding outstanding assignments.

During the quarter, a meeting of the NWGIMD was held on September 15. In this meeting, the Project Manager delivered a presentation of the components of the project and how they relate to each other. The terms of reference (TOR) for the NWGIMD was also further revised to capture in a specific and succinct way the roles and responsibilities of this oversight group. The next meeting is scheduled for October 20 at the PIOJ.

- II. Recruit and contract Consultant for Situation Analysis and the Migration Profile – The recruitment of the consultant for the Situation Analysis was delayed due to deliberations about the similarities of aspects of the Situation Analysis and the analytical component of the Migration Profile that appeared to be a replication of tasks. After careful consideration, a decision was taken to merge the Situation Analysis into the Migration Profile which would then be funded totally under the budget for the Migration Profile. However, care was taken to ensure that the elements of the Situation Analysis not previously covered in the Migration Profile template were included and addressed. As a result, the Migration Profile Template was expanded to reflect the amalgamation of the Situation Analysis and the Migration Profile. Included also in the terms of reference is an Action Plan to be developed to ensure continuity after the completion of the project. These amendments have resulted in what is now referred to as an Extended Migration Profile for Jamaica.

The contract was signed by the consultant on September 1, 2011 and the first deliverable - the Implementation Plan was received. After internal reviews by the PIOJ team, it was agreed that it did not contain a detailed methodology outlining the approach of the consultancy. Subsequently, the Project Manager advised lead consultant Professor Thomas-Hope and an agreement was reached to revise the

deliverable to clearly indicate the approach to be taken. The emphasis on the migration and development indicators was under-emphasized in the Implementation Plan. This was discussed with the lead consultant and a sample Implementation Plan along with key questions to guide the consultant team was forwarded by the MPU to Professor Thomas-Hope. The second deliverable, the list of sub-themes was received and is currently being reviewed by the PIOJ.

A decision was also taken not to recruit a consultant to develop the Terms of Reference for the sub-committees to elaborate sub-themes for the policy. An analysis of the situation was done by the PIOJ. Careful consideration was given to the time and resources needed for the recruitment process compared to the cost of the actual consultancy in the context of the delays in transferring project funds.. It was deemed more prudent to mitigate further delays of the activity given the delay in receiving funding by utilizing resources in-house. The Project Manager is currently developing a draft Terms of Reference for the sub-committees that will be further developed in the working session at the next meeting of the NWGIMD.

- III. Development of Quarterly Work Plan for the MPU – An integrated workplan has been developed to achieve the target of effective work planning and production of reports. At the last meeting of the Project Board it was recommended that due to the interconnectedness of all three projects and to decrease the administrative burden on the project team, a single Quarterly Workplan should be developed for each quarter. This was done and ratified by the Project Board.
- IV. Project Board - A virtual meeting of the Project Board was held due to the delay in approval of the last quarterly progress report. It was agreed at the last meeting of the Project Board that the quarterly report should be submitted prior to the end of the quarter. In order to expedite the process of approving this quarter's workplan by the Project Board the relevant documents would be circulated by email for feedback and approval. This was done and the Project Board agreed the project tolerance; and approved the quarterly workplan. The tolerance was set at 20.0 per cent and the workplan signed and agreed. The next meeting is scheduled for October but has been delayed pending the finalization of the revised Letter of Agreement regarding the transfer of project funds.

B. CHALLENGES/ CONSTRAINTS

1. At the end of the second quarter, the PIOJ is still awaiting the transfer of project funds for the GMG component. The delay in transfer of project funds was further compounded by new reporting requirements from UNDP BDP, New York which spanned over a month. This has impacted the day to day operations of MPU and has

overall time implications for the project. Due to the bureaucratic nature of the issues since the beginning of the project, regular preparations for project activities had to be put on hold. For example, preparation of the terms of reference for the international experts for the sub-committees and the consultant to develop the policy was delayed as the MPU focussed on meeting new requirements set out by UNDP BDP. A considerable amount of time was spent revising the deliverables and the annual workplan as well as revising the new Letter of Agreement (LoA) at the request of UNDP BDP as part of the new operational modality.

The delay in the transfer of project funds has had time and financial implications for the project. The process to recruit the international experts which was scheduled for the second quarter was delayed. The process to recruit the consultant to develop the policy was also delayed due to the delay in the transfer of project funds. The drafting of terms of reference has begun, however, the advertisement of the positions could not proceed without funding. As a result the international experts for the sub-committees will now be recruited in the next quarter and will commence work in the first quarter of 2012. The delay in the commencement of this activity will set the project back by approximately 3 months.

2. During this quarter, the PIOJ advanced the Project Associate's salary that was outstanding for the period April to June. This amount totalled One Thousand, Six Hundred and Seventy Three Dollars Eight Cents (US\$1, 673.08) and represented 50% of the salary for the period April 18 – June 25. On September 22, Ms. Sonia Gill advised the PIOJ that this amount was reimbursed in a cheque sent on September 16, 2011 from the UNDP Country Office.
3. Prior to the receipt of the salary for the Project Associate, an agreement was negotiated between the PIOJ and IOM to simplify the payment of the salary of the Project Associate for the remainder of the project. The agreement stipulates that the Administrative Assistant / Project Associate would be given a full time IOM contract and would receive full monthly salary from IOM. PIOJ would then reimburse IOM 50% of the monthly salary from project funds once the funds have been received. This agreement became effective in July. Due to budgetary constraints facing the PIOJ and the delay in transfer of project funds, IOM has not received any payment from the PIOJ under this arrangement. The IOM is currently awaiting reimbursement of salary paid to the Project Associate for the months of July, August and September.
4. Further to the decision to merge the Situation Analysis with the Migration Profile consultations were held with Tamara Keating of IOM Brussels regarding revising the Migration Profile template after a thorough assessment of the ToR for the Situation Analysis was completed and compared to the ToR for the Migration Profile. Amendments were made to Section C on Migration and Development in the template to ensure the migration development nexus was adequately reflected.

The decision to merge the Situation analysis and the Migration Profile was based on the overall timeline to complete the project. The timelines for both outputs were incompatible as the projected completion date for the Migration Profile was twelve months and time frame for the completion of the Situation Analysis was three months. The methodological approach for both outputs linked them to the establishment of the sub-committees which would have responsibility for the substantive work of the policy. It was therefore decided that the amalgamation would be prudent and this would be discussed with the consultant team undertaking the study.

After consultations with the lead consultant, it was agreed that an exhaustive Situation Analysis would not be necessary until the actual policy development phase, however an analysis of international migration and development in the Jamaican context would form part of the Migration Profile and this could be modified to reflect aspects of the Situation Analysis as it was originally envisaged. After discussion with the consultant team, it was agreed that areas originally in the Situation Analysis that were outside of the scope of the Extended Migration Profile would be addressed by the consultant (team) contracted to develop the National Policy and Plan of Action. At the end of deliberations the PIOJ and IOM agreed that the time frame for the completion of the Extended Migration Profile should be revised to six months to assure the quality of the output as well as the project timeline.

5. The lead consultant for the Extended Migration Profile, Professor Elizabeth Thomas-Hope signed the contract on September 1, 2011, three months after the initial meeting with IOM and PIOJ. Over the three months, the MPU tried to address a number of concerns expressed by the consultant regarding the scope of the study within the given time frame as well as the remuneration package. The concerns raised were primarily focused on revising the ToR and clarifying the linkages between the development impacts of migration. This was given priority necessary as the PIOJ and IOM wanted to address any concerns relating to incorporating the main elements of the Situation Analysis into the Migration Profile.

Despite on-going dialogue to finalize the terms of reference, the first deliverable, the Implementation Plan was submitted by the consultant team and is currently being reviewed internally. The Implementation Plan did not contain a detailed methodology of how the consultancy will be approached by the team and as a result did not meet the expectations of the PIOJ. The Project Manager has discussed this with the lead consultant Professor Elizabeth Thomas-Hope and a revised Implementation Plan should be submitted.

6. The results of the Extended Migration Profile will feed into the policy to be developed. The estimated timeframe for the Migration profile based on our discussions with the

consultant team is six months, due to the delay in starting the study this will now be completed in February 2012. As a result the estimated timeline for the development of the National Policy and Plan of Action is now approximately six months. Given that the development of the policy is expected to involve more detailed analysis and research, it is expected that this timeframe might be inadequate. The MPU believes that an extension will be necessary to complete this output and related targets as set out in the workplans.

7. The development of a stakeholder communication strategy to approach stakeholders at all levels as part of the public sensitization of the policy has been identified by the MPU as a critical area for consideration. Deliberations of the inter-agency membership of the NWGIMD are on-going however, it has been recommended that a wider pool of stakeholders needs to be targeted and involved in the consultative process at different stages in the policy development process. This strategy was not previously allocated for in the budget, and the MPU believes it to be critical to engage the as wide a cross-section of the population as possible in order to get consensus and buy-in and ultimately ownership. The MPU therefore intends to initiate dialogue on this approach at the next meeting of the Project Board where it will propose reallocation of funds to recruit and contract a communications specialist to develop a strategy that will bring the policy and plan of action to a wider audience.
8. In preparation for the national and sectoral reviews at the completion of the Extended Migration Profile, the MPU has identified the need for the acquisition of a laptop and projector for the MPU. These resources are limited within the PIOJ based on the extensive work load and would be necessary for presentations at the national reviews to be conducted islandwide as well as presentations by experts to the sub-committees. Acquisition of laptop and projector for the MPU can be seen as a long term investment that will offset the cost of rental over the life of the project. This is also a matter to be raised at the next Project Board meeting for consideration.

C. RESOURCES AND EXPENDITURE

RESOURCE & EXPENDITURE REPORT BY DONOR - 2011						
DONOR	COMMITTED (US\$) as per the cost sharing	RECEIVED (US\$)	EXPENDITURE (US\$)			Remaining Funds (US\$) Received – Total Expenditure
			Period Prior to [ex.Q3 2011]	[ex.Q3 2011]	TOTAL, i.e. Prior to Q2 + Q3	
Swiss Agency for Development and Cooperation (SDC)	53,000	4,880.17	4,880.17	926.78	0	0
Total	53,000	4,880.17	4,880.17	926.78	0	0

AND

PROJECT EXPENDITURE FOR REPORTING PERIOD					
Activity	Requested US\$	Received JA\$	Date Received	Disbursed by IP JA\$	Balance ¹ JA\$
Output 1, Activity Result 1 – Effective work planning and production of reports: <ul style="list-style-type: none"> • Project Associate support • Quarterly meeting of the project board 	2,404.65	0.00	To be received	0.00	0.00
Output 1, Activity result 2 – Stakeholders sensitised to project activities: <ul style="list-style-type: none"> • Official Public launch of project - 	926.78	0.00	To be received	80,000	0.00
Total	3,331.43	0.00	To be received	80,000	0.00
Cash in hand @ end of reporting period					0.00
Commitments @ end of reporting period					287,569.39²

¹ October, 2011 USD Exchange rate 86.32 (United Nations Operational rates of exchange)

² This figure includes the amount totalling \$207,569.39 owed to IOM for 50% of the salary paid to the Project Associates for July, August and September as well as the J\$80,000 to be reimbursed to PIOJ in relation to expenditure for the project launch

D. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Results of Activities
<p>Output 1: Development of National Policy and Plan of Action</p> <p><u>Baseline:</u> No National Policy on International Migration</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Availability of support for project administration - Frequency of meetings of Project Board - Production of policy - Production of Plan of Action <p><u>Targets:</u></p> <ul style="list-style-type: none"> - Project Associate recruited and supporting project manager - Project Board meets quarterly - National policy in international migration produced - Plan of action produced - Policy integrated in national development plan 	<p><u>Activity Result 1:</u> Effective work planning and production of reports:</p> <p>Action 1.3 Quarterly meetings of project board</p> <p><u>Activity result 3</u> Development of Situation Analysis, including legal review of current policies:</p> <p>Action 3.1 contract consultant Action 3.2 conduct consultancy Action 3.3 produce report</p> <p><u>Activity Result 4:</u> Development of the National Policy</p> <p>Action 4.1 Recruit & contract consultant</p> <p><u>Activity Result 1:</u> Development of sub-theme reports for use by NWGIMD</p> <p>Action 1: Define the sub-committees and prepare TORs</p>	<p>The consultancy for the Extended Migration Profile has begun and will be completed in February 2012. The results of the Extended Migration Profile this will feed into the policy to be developed.</p> <p>The recruitment of the consultant or consultant team to develop the policy will commence in December toward the end of the consultancy to develop the Extended Migration Profile.</p>
<p>Output 2: Development of International Migration Sub Policies</p> <p><u>Baseline:</u> Absence of thematic policies relating to international migration</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - # of thematic sub- 	<p>The sub-committees will be established at the next meeting of the NWGIMD. The consultant hired to produce the Extended Migration Profile will prepare and submit a list of sub-themes to the MPU. These sub-themes will be used to formulate the sub-committees. A TOR for the sub-committees is being developed by the MPU Project Manager.</p>	<p>A new approach has been adopted to establish the thematic sub-committees and identify the sub-themes to guide the process of development for the National Policy and Plan of Action. A presentation will be made to the NWGIMD in a strategic working session to get feedback on the proposed scope of work which will feed into the Terms of Reference to be developed. The working session will be held at</p>

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<ul style="list-style-type: none"> - committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by NWGIMD 	<p><u>Targets:</u></p> <ul style="list-style-type: none"> - 11 sub-committees of NWGIMD established - 11 technical reports produced by sub-committees of NWGIMD <p>11 sub-policies produced by NWGIMD.</p>		<p>the next meeting of the NWGIMD and will give members an opportunity to give feedback on the areas sub-themes identified.</p>

E. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
<p>1. NWGIMD unclear about the inter-relation of the components of the projects.</p>	High ³	<p>Presentation to the NWGIMD by Project Manager on the components of the projects and how they inter-connect.</p>
<p>2. Delay in the release of the first and second tranche of funds.</p>	High	<p>PIOJ forwarded payments pending reimbursement from the GMG counterparts. A new Letter of Agreement was drawn up between PIOJ and UNDP BDP for facilitate the transfer of project funds directly to the PIOJ to expedite the process.</p>

³ The levels of significance are rated accordingly: High = 3, Medium = 2 and Low = 1 on a Likert scale, where 1 represents the least likelihood to impact the projects activities, objectives and outputs and 3 has the most likelihood of impacting

<p>3. Members of NWGIMD under prepared for meetings by not reviewing project documents, minutes of meetings, terms of reference etc..., in a timely manner.</p>	<p>Medium</p>	<p>Project documents and TORs re-sent to members of the NWGIMD. Members were also asked to outline what they can contribute to the projects given their specific skills and their understanding of the deliverables. A presentation of the three projects will be made by the MPU at the next meeting.</p>
<p>Risks</p>		
<p>The delay in the commencement of the Extended Migration Profile will have implications for the timeline within which the National Policy and Plan of Action will be developed</p>	<p>Critical</p>	<p>Care will have to be taken to recruit and contract an expert team of consultants who can work effectively with competing priorities and within timelines for the development of the policy and plan of action.</p>
<p>LESSONS LEARNT: The challenges faced in the process to recruit the consultant for the Extended Migration Profile has had ripple effects for deliverables of the overall project.</p>		

F. PLANNED ACTIVITIES (NEXT QUARTER – OCTOBER 1 – DECEMBER 31, 2011)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of	Budget Description	Amount
<p>Output 1: Development of National Policy and Plan of Action</p> <p><u>Baseline:</u> No National Policy on International Migration</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Availability of support for project administration - Frequency of meetings of Project Board - Production of policy - Production of Plan of Action <p><u>Targets:</u></p> <ul style="list-style-type: none"> - Project Associate recruited and supporting project manager - Project Board meets quarterly - National policy in international migration produced - Plan of action produced - Policy integrated in national development plan 	<p><u>Activity Result 1:</u> Effective work planning and production of reports:</p> <p>Action 1.3 Quarterly meetings of project board</p>			X	Migration Project Unit PIOJ (MPU)	UNDP	71400 Service contract – individual	2,404.65
	<p><u>Activity result 3</u> Development of Extended Migration Profile</p> <p>Action 3.2 conduct consultancy</p>			X	MPU	IOM	Local consultants	Funded by IOM's 1035 Facility and the EU
	<p><u>Activity Result 4:</u> Development of the National Policyⁱⁱ</p> <p>Action 4.1 Recruit & contract consultant</p>			X	MPU	UNDP	71300 Consultant	2,000

Mainstreaming Migration in National Development Strategies, Project Number 000
 United Nations Development Programme - Jamaica

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets	
		M 1	M 2	M 3		Source of	Budget Description
Output 2: Development of International Migration Sub Policies Baseline: Absence of thematic policies relating to international migration Indicators: - # of thematic sub-committees of NWGIMD established - # of technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by NWGIMD Targets: - 11 sub-committees of NWGIMD established - 11 technical reports produced by sub-committees of NWGIMD 11 sub-policies produced by NWGIMD	Activity Result 1: Development of sub-theme reports for use by NWGIMD Action 1: Define the sub-committees and prepare TORs Action 2: Recruit international technical experts				MPU	UNDP	71205 International consultants 15,000
TOTAL							19,404.65

Comments:

Project Management: Prepared by Chadine Allen
 Approved by Easton Williams

Date: October , 2011
 Date: October , 2011

G. APPENDIX 1

i Output 1, Activity result 3: Development of Extended Migration Profile

Following consultation with IOM and the consultant it was decided that the Extended Migration Profile should incorporate the deliverables included in the Situational Analysis Terms of Reference. Therefore there will no longer be a need for a separate 'Situational Analysis' report.

ii Output 1, Activity result 4: Development of the National Policy

The \$2,000 budgeted was requested in Quarter 3 and will cover the advertisements for the recruitment of the Consultant for the development of the policy. The process to recruit the consultant for the Development of the National Policy will begin in Quarter 4, December 2011; the actual consultancy will start in February, 2012. Job vacancy advertisements will be placed in local newspapers and on recruitment websites in December.

iii Output 2, Activity result 1: Development of sub-theme reports for use by the NWGIMD

International consultants will be recruited to give technical expertise to the sub-committees. The position will be advertised in October, 2011 through International Development Partners. The planned budget is inclusive of estimated costs for accommodation, flights and Daily Subsistence Allowance. Once the International Consultants have been identified advance bookings and payments will be made for their accommodation and flights.

