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QUARTERLY PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	October 1 – December 31, 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:	Planning Institute of Jamaica		
Responsible Parties:			
Overall Project Coordinator:	Mr. Easton Williams		
Date:	April 2, 2012		
Current year Approved Budget:	US\$10,791		
Current quarter advance:	US\$7,904.65	Current qtr exp:	US\$4,007.75
Annual expenditure to date:	US\$9,814.70	Current Year Delivery to date:	90%

A. QUARTERLY SUMMARY OF ACTIVITIES

Deliverables of the Migration Profile (EMP) have been received and reviewed by the Migration Policy Project Unit (MPU) with feedback provided to the consultants. The first draft of the EMP was submitted at the end of December 2011 as outlined in the consultant's work plan. This will be reviewed by the National Working Group on International Migration and Development (NWGIMD) and feedback transmitted to the consultants by the end of the first week in January 2012.

A Strategic Planning Meeting to discuss and revise the proposed sub-themes of the National Policy on International Migration and Development was held on November 18 involving PIOJ and IOM, Kingston. During this meeting a list of the following 8 proposed sub-themes including guidelines was developed:

1. Labour Mobility and Development
2. Diaspora and Development

3. Remittance and Development
4. Human Rights and Social Protection
5. Governance and Policy Coherence
6. Data, Research and Information Systems
7. Return and Reintegration of Migrants
8. Family Migration and Development

Terms of Reference (ToRs) were prepared for the Sub-committees, International Experts and the Policy Development Consultant. The sub-committees are projected to begin work in early January 2012. The consultant and International Experts are expected to begin February-March 2012.

B. CHALLENGES/ CONSTRAINTS

The consultant team experienced delays in finalizing and submitting the drafts of the Migration Profile which have stemmed from the difficulties obtaining information from key stakeholders. As a temporary measure, the MPU forwarded data that has been published in the Economic and Social Survey of Jamaica (produced by the PIOJ) and other unpublished information to the consultant team to minimize the delay.

Activities in the quarter were affected by impending general elections being held in the month of December. Several aspects of the National Policy and Plan of Action were re-scheduled pending the outcome of the elections. The recruitment of the Policy Consultant and International Experts for the sub-committees was delayed due to the impending elections which caused a lull in state agencies' activities island wide. The ToRs were, however finalized and shared with the NWGIMD and the Project Board. The ToRs will also be shared with the International Development Partners (IDPs) represented on the Project Board. The positions will be advertised locally and internationally, a strategy employed by the MPU to increase the pool of applicants as the area is fairly new in Jamaica.

The former chairperson of the NWGIMD Senator the Honourable Marlene Malahoo Forte, demitted office prior to the general election. As a result, the PIOJ will continue as technical co-chair until a new Chair is appointed by the Ministry of Foreign Affairs and Foreign Trade.

As a follow-up to initial discussion between the MPU and UNDP Jamaica about the possibility of an extension for the project, a virtual meeting was held with Ms Sarah Rosengaertner of the GMG, the main representative of the donor. The meeting discussed the overall project and the extension of the GMG component. Ms Rosengaertner recommended that the request be included in the Annual Progress Report. This will be discussed at the next meeting of the Project Board, scheduled for January 2012.

C. RESOURCES AND EXPENDITURE

RESOURCE & EXPENDITURE REPORT BY DONOR - 2011						
DONOR	COMMITTED (US\$) as per the cost sharing	RECEIVED (US\$)	Period Prior to [ex.Q4 2011]	EXPENDITURE (US\$) [ex.Q4 2011]	TOTAL, i.e. Prior to Q3 + Q4	Remaining Funds (US\$) Received – Total Expenditure
Swiss Agency for Development and Cooperation (SDC)	US\$10,791	16,128.54 ¹	5,806.95	4,059.91 ²	9,866.86	6,261.64
Total	US\$10,791	16,116.25	5,806.95	4,059.91	9,866.86	6,261.64

AND

PROJECT EXPENDITURE FOR REPORTING PERIOD					
Activity	Requested US\$	Received ³ JA\$	Date Received	Disbursed by IP JA\$	Balance 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 ▪ Communications 	6,309.30 ⁴	545,123.52	24 November, 2011	351,791.41 ⁵	193,332.11
Output 1, Activity Result 5: Development of the National Policy <ul style="list-style-type: none"> • Action 5.1 Recruit & contract consultant 	2,000	172,800.00	24 November, 2011	0.00	172,800.00

¹ Of this amount, **US\$8,223.88** was received as a **reimbursement** to the PIOJ, for funds they had advanced to carry out project activities during Quarters 2 and 3. The remaining **US\$7,904.65** was received by PIOJ as an advance of project funds. Therefore the total received including reimbursements and advance of project funds amounts to **US\$16,128.54**

² Expenditure converted from Jamaican dollars to US dollars based on the December 2011 exchange rate of 86.65 (United Nations Operational rates of exchange)

³ November, 2011 USD Exchange rate 86.40 (United Nations Operational rates of exchange)

⁴ This includes a request for reimbursement amounting to **US\$2,404.65** and a request for advance funds totalling **US\$3,904.65**.

⁵ This was disbursed in U.S dollars amounting to **US\$4007.75**

Output 2, Activity Result 1:					
Development of sub-theme reports for use by NWGIMD	2,000	172,800.00	24 November, 2011	0.00	172,800.00
Action 2: Recruit international technical experts					
Total	10,309.30	890,726.52		351,791.41	538,932.11
Cash in hand @ end of reporting period					538,932.11
Commitments @ end of reporting period					0.00

D. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>Output 1: Development of National Policy and Plan of Action</p> <p><i>Baseline:</i> No National Policy on International Migration</p> <p><i>Indicators:</i></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><i>Targets:</i></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></p> <p>Effective work planning and production of reports:</p> <p>Action 1.3 Quarterly meetings of project board</p> <p><u>Activity result 3:</u></p> <p>Development of Extended Migration Profile</p> <p>Action 3.2 conduct consultancy</p> <p><u>Activity Result 4:</u></p> <p>Development of the National Policy</p> <p>Action 4.1 Recruit & contract consultant</p> <p>Action 2: Recruit international technical experts</p>	<p>Project Board meeting held on November 9, 2011. The meeting discussed the time implications for the project of the delay caused by the bureaucratic issues over the past few months. A no cost extension was proposed for 3 additional months. This was made in light of the effect of the delay in accessing funding. The Project Board recommended that the request be made in writing to UNDP through the Country Office. Members also agreed on the QWP, an alternate work plan that was presented and the project tolerance for the quarter was set at 20%.</p> <p>A Consultant was contracted to develop an Extended Migration Profile which will incorporate the deliverables included in the Situation Analysis TOR. The consultancy was due to begin by the end of July, but started on September 1. This was due to the consultant seeking clarification on the scope of the study in relation to the TOR and the summary of main actions, timelines and deliverables.</p> <p>Due to the delay in the commencement of the Extended Migration Profile, the recruitment of the consultant to develop the National Policy has been postponed until the next quarter. The consultancy will begin once the Extended Migration Profile is completed in February.</p> <p>Due to the delay in the establishment of the sub-committees, the recruitment of international experts has been postponed until the next quarter. The recruitment is expected to begin in February.</p>	<p>Project Board meetings held.</p> <p>2 National Working Group on National Migration and Development (NWGIMD) meetings held on October 20 and November 24. An event to commemorate IOM's 60th Anniversary in was held on December 14 in place of the meeting of the NWGIMD.</p> <p>Eight proposed sub-themes have been identified and the first draft of the Migration Profile received.</p> <p>ToR drafted</p> <p>ToR drafted</p>
<ul style="list-style-type: none"> - committees of NWGIMD established - # of Technical reports produced by sub committees of NWGIMD - # of sub-policies produced by 			

Expected Outputs & Indicators	Activities	Results of Activities	Progress Towards Achieving Outputs
<p>NWGIMD</p> <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>			

E. IMPLEMENTATION CONSTRAINTS, RISKS AND LESSONS LEARNT

Implementation Constraints	Significance	Response/Action
<p>First draft of Implementation plan for Migration Profile and rapid assessment to identify migration and development sub-themes were not satisfactory</p>	<p>Medium⁶</p>	<ol style="list-style-type: none"> 1. Meeting held with Consultancy team to clarify expectations 2. Sample Implementation plans forwarded to the Consultancy Team as a guide 3. Strategic meeting between PIOJ and IOM Kingston was held to revise sub-themes
<p>Migration Profile consultant advised that an analysis on the relationship between Migration and Development cannot be included in the MP</p>	<p>Medium</p>	<p>Decision made for a Situational Analysis to be conducted as part of the development of the National Policy Consultancy.</p>

⁶ 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>Three month delay in the start of the Extended Migration Profile.</p>	<p>Medium</p>	<p>Request made to IOM for an extension of the project to develop a 'National Policy and Plan of Action on International Migration and development'.</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:</p> <ul style="list-style-type: none"> • The challenges in data collection faced by the consultant team for the Migration Profile will inform the approach taken with the stakeholder consultation to be conducted by Policy Development Consultant. Contact will be made with stakeholders to sensitize about the policy as well as a strategy will be formulated to ensure information is requested in a structured and timely manner. • The decision to not recruit a consultant to draft the TOR for sub-committees, but for the MPU to draft the TOR has saved money and mitigated against further delay in establishing the sub-committees. • Due to the delay in the commencement of the Migration Profile study as a result of revising the TOR for better clarification, it has been learned that since Migration and Development is a new area, all TOR's relating to the project must be explicit about what is required regarding the linkages between Migration and Development 		

F. PLANNED ACTIVITIES (NEXT QUARTER – JANUARY 1 – MARCH 31, 2012)

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
		Jan	Feb	Mar		Funding Source	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"> - 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 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 1.1 Quarterly meetings of Project Board</p>				Migration Project Unit P(OJ) (MPU)	UNDP	71400 Service contract – individual	2,404.65
		X					72400 Communications	660
							72800 IT Equipment	4,000
	<p><u>Activity Result 2</u> Establishment of Migration Project Unit:</p> <p>Action 2.1: Procuring office equipment</p>				MPIJ	IOM	Individual Service Contracts	8,325.00
	<p><u>Activity Result 3</u> Stakeholders sensitized to project activities:</p> <p>3.1 Monthly meetings of the National Working Group for International Migration & Development (NWGIMD)</p>			X	MPU	IOM	Office Supplies	437.50
		X	X	X			Refreshments (NWGIMD)	112.50

				MPU	F-U/LAC	Local consultants	13,500
Activity result 4 Development of Extended Migration Profile Action 4.1 conduct consultancy Action 4.2 National Consultations on Migration Profile Action 4.3 Production of final report – Migration Profile Action 4.4 Launch and follow up	X	X	X			National Consultations	5,000 EUR ⁷ (6,459.94 USD)
		X				Editing and Layout	6,000 EUR (7,751.93 USD)
			X			Publication and Distribution	4,500 EUR (5,813.95 USD)
						Launch – Action Plan based on recommendations of the MP	2,000 EUR (2,583.97 USD)
Activity Result 5: Development of the National Policy Action 5.1 Recruit & contract consultant Action 5.2 Conduct Consultancy		X		MPU	UNDP	71300 Consultant	2,000 ⁹
		X	X			71300 Consultant ⁸	6,000
						Consultant	6,400



⁷ The amounts listed in Euro's are due to funds for the Migration Profile being allocated in Euros. The US Dollar equivalent is listed underneath and is calculated based on the UN Operational rate of Exchange of US\$1 to €0.774 for January 2012.

⁸ This relates to recruiting and contracting a Communications Specialist

⁹ These Funds were already requested and received in Quarter 4, 2011 and will cover the advertisements for the recruitment of the Consultant

<p>Output 2: Development of International Migration Sub Policies Baseline: Absence of thematic policies relating to international migration</p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of thematic sub-committees of NWGIMD established - # of Technical reports produced by sub-committees of NWGIMD - # of sub-policies produced by NWGIMD <p>Targets:</p> <ul style="list-style-type: none"> - 8 sub-committees of NWGIMD established - 8 technical reports produced by sub-committees of NWGIMD <p>8 sub-policies produced by NWGIMD</p>	<p>Activity Result 1: Development of sub-theme reports for use by NWGIMD</p> <p>Action 1: Define the sub-committees and prepare TORs</p> <p>Action 2: Identify & Recruit international technical experts</p>	<p>X</p> <p>X</p>	<p>MPU</p>	<p>UNDP</p>	<p>71600 Travel¹⁰</p>	<p>10,000</p>
TOTAL						76,449.44

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Project Management: Prepared by Chadine Allen Date: 19/4/2012
 Approved by Easton Williams Date: 19/04/12



¹⁰ This is to cover the travel, accommodation and daily subsistence allowance for the International Experts who will provide technical expertise to the Sub-Committees.

G. APPENDIX 1

