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## ANNUAL PROGRESS REPORT

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<b>Country:</b>	<b>JAMAICA</b>		
<b>Reporting period:</b>	January – December 2012		
<b>Project number and title:</b>	00069205 Support for the Development of a National Statistics System		
<b>Project Duration:</b>	2009-2013		
<b>Donors:</b>	UNDP		
<b>Implementing Partner:</b>	The Statistical Institute of Jamaica (STATIN)		
<b>Responsible Parties:</b>	The Statistical Institute of Jamaica (STATIN)		
<b>Overall Project Coordinator:</b>	Ms. Sonia Jackson		
<b>Initial Approved Budget:</b>	US\$294,968.87	<b>Revised Approved Budget:</b>	US\$239,699.55
<b>Total annual advance:</b>	US\$229,475.83	<b>Total annual expenditure:</b>	US\$235,851.86
<b>Annual Delivery:</b>	98.39%		

## I. EXECUTIVE SUMMARY

### **Achievements:**

#### ***Statistical Capacity for the Gap Analysis Report:***

In meeting the need for baseline information to understanding current statistical capacity, an assessment of producers' capacity and user satisfaction with statistics/data was conducted. Over two hundred organizations participated in the exercise (69 producers of statistics/data and 199 users of statistics/data). A response rate of ninety six percent (96%) was achieved (268 of the 296 sample size). The findings from the assessment will form the basis for the Gap Analysis, the foundation on which the Statistical Master Plan (SMP) will be developed. The Gap Analysis Report is thirty percent (30%) completed.

#### ***Advocacy:***

An Advocacy Strategy for the NSS was developed in the first quarter of the year. Meetings were held with two of the targeted groups identified in the Strategy: Private sectors entities and high school students. Specifically, two Breakfast meetings were held with Manufacturing and Finance entities with the objective of promoting awareness re the establishment of the NSS in Jamaica and; establish a platform for the production of quality 'official' statistics. The focus was also to promote the use of statistics in evidence-based decision making for improved profitability and competitiveness in the global market. A total of hundred (100) people were sensitized at the meetings. Two school workshops were held in quarter four with high school students from corporate and rural high schools. The workshops were also geared at increasing awareness and the importance of statistics in research and academia. A total of fifty (50) students participated.

#### **Challenges:**

Four (4) of the six (6) short term Researchers resigned in favor of permanent employment elsewhere. This resulted in increased workload for project team. This negatively impacted on meeting targeted deadlines.

There were also challenges engaging some major respondents to the questionnaires. As a result there was the need for multiple visits which extended the data collection period.

The volume of work required during data analysis posed a major challenge for the project team. This aroused from the fact that a significant portion of the data collected had to be validated due to obvious inconsistencies and omissions on the part of the respondents. There were also obvious challenges in the scoping of the work needed to complete the Gap Analysis resulting in the setting of over ambitious timelines. These affected other project activities that are dependent on the completion of the Gap Analysis, such as the development of the Statistical Master Plan (SMP). Additionally, advocacy activities were also put on hold in order to focus the entire project team on the Gap Analysis.

#### **Lessons Learnt:**

It is absolutely essential to appropriately manage the expectations of stakeholders specifically for "green field" projects for which there are no templates to follow and for which "success" is assessed by the completion of the final output at the end (of need and) of the project.

### III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p><b>Output 1: Improved range, scope and quality of data and information for social and economic planning including Public Expenditure Reviews and vulnerability assessments and strengthened local government capacity to foster participatory local development</b></p> <p><b>Baseline</b></p> <p><u>Targets:</u></p> <ul style="list-style-type: none"> <li>Capacity needs and user assessment of 224 stakeholders including MDA's, IDP's, Pvt. Sector, Academia and Research institutions.</li> <li>1 Gap Analysis report</li> <li>1<sup>st</sup> draft of Statistical Master Plan</li> <li>1<sup>st</sup> draft Code of Ethics</li> <li>1<sup>st</sup> draft Advocacy Strategy to promote a culture</li> </ul>	<p>Project Team – Management. Coordination and implementation of project activities</p>	<p>107,583.93</p>	<p>98,221.76</p>	<p><b>Advocacy Strategy</b></p> <p>The Advocacy Strategy was developed as it was one of the targets of the project. The following activities were executed as part of the implementation of the Strategy.</p> <ul style="list-style-type: none"> <li>Two (2) sectoral workshops held (May 2 and 10, 2012) with the Manufacturing and Distributive Trade sector and the Financial sector respectively. One hundred (100) participants were sensitized re the NSS and the use of statistics in evidence based decision making and business competitiveness.</li> <li>In collaboration with the Marketing Department, Two school workshops were executed and fifty (50) students from corporate and rural high schools were sensitized re the NSS and the importance of statistics.</li> </ul>	<p>The implementation of advocacy activities is to facilitate NSS awareness and promotes a culture of evidence-based decision and policy making with the use of timely reliable and valid statistics/data among all sectors of society.</p>
<ul style="list-style-type: none"> <li>1 Gap Analysis report</li> <li>1<sup>st</sup> draft of Statistical Master Plan</li> <li>1<sup>st</sup> draft Code of Ethics</li> <li>1<sup>st</sup> draft Advocacy Strategy to promote a culture</li> </ul>	<p>Development of Framework and Structure for National Statistical System</p>	<p>253,977.37</p>	<p>134,365.18</p>	<p><b>Capacity Needs and User Assessment</b></p> <p>Currently, there is no information on Jamaica's statistical arrangement. Therefore, an assessment of the capacity of statistical producers and user satisfaction with statistics/data was conducted. The assessment will</p>	<p>The Capacity Needs and user assessment has provided vital information needed for identifying gaps and best practices in the statistics/data production cycle and the extent to which users of statistics/data needs are being met. This information was analysed to form the body of the Gap Analysis</p>

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<b>TOTAL</b>					

SUSTAINABILITY	
Partnerships	Impact on/Contribution to Project Activities

#### IV. PARTNERSHIPS AND SUSTAINABILITY

**Annex II Assets Inventory**

Project Title: Title Support for the Development of a National Statistics System

Award Number: 00056527

Project Number: 00069205

Date of Report: November 29, 2012

Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
None	JAM10	B0512	Vehicle	None	None						
Asset Profile 2 - Furniture											
UNDP.AE.0001	JAM10	B0512	Furniture or Fixture	Sovereign 4 drawers File Cabinet	1	7 Cecelio Ave		Dec-9-2010	17,846.85	STATIN	
A-AB/O1100	JAM10	B0512	Furniture or Fixture	IGO CO4ON07 Task Chair	1	7 Cecelio Ave		Mar-8-2012	8,483.00	STATIN	
Asset Profile 3 - Electrical											
R9E2TF6	JAM10	B0512	Electrical Equip. or Computer	Lenovo Think Pad E420 Laptop	1	7 Cecelio Ave		Oct-11-2011	93,060.85	STATIN	
R990FRT	JAM10	B0512	Electrical Equip. or Computer	Lenovo Core 15 Laptop	1	7 Cecelio Ave		Dec-17-2010	130,218.83	STATIN	
R990FRN	JAM10	B0512	Electrical Equip. or Computer	Lenovo Core 15 Laptop	1	7 Cecelio Ave		Dec-17-2010	130,218.83	STATIN	
R98WZ7	JAM10	B0512	Electrical Equip. or Computer	Lenovo Core 15 Laptop	1	7 Cecelio Ave		Dec-17-2010	130,218.83	STATIN	
R99AFX7	JAM10	B0512	Electrical Equip. or Computer	Lenovo Core 15 Laptop	1	7 Cecelio Ave		Dec-17-2010	130,218.83	STATIN	
CNU1282FIG	JAM10	B0512	Electrical Equip. or Computer	HP Pro Book 4530s Laptop	1	7 Cecelio Ave		Oct-11-2011	81,000.00	STATIN	
CNU1282FS8	JAM10	B0512	Electrical Equip. or Computer	HP Pro Book 4530s Laptop	1	7 Cecelio Ave		Oct-11-2011	81,000.00	STATIN	
CNU1282GH9	JAM10	B0512	Electrical Equip. or Computer	HP Pro Book 4530s Laptop	1	7 Cecelio Ave		Oct-11-2011	81,000.00	STATIN	
CNU1282DHT	JAM10	B0512	Electrical Equip. or Computer	HP Pro Book 4530s Laptop	1	7 Cecelio Ave		Oct-11-2011	81,000.00	STATIN	
CNU1282BXM	JAM10	B0512	Electrical Equip. or Computer	HP Pro Book 4530s Laptop	1	7 Cecelio Ave		Oct-11-2011	81,000.00	STATIN	
TUBVD473B2A75	JAM10	B0512	Electrical Equip. or Computer	3COM NBX 3102 Business Phone	1	7 Cecelio Ave		May-21-2011	45,592.42	STATIN	

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508665-B21	JAM10	B0512	Electrical Equip. or Computer	LA 146GB SAS 15K RPM 5GB 2.5IN DP Hard Drive	4	7 Cecelio Ave	Jan-30-2012	118,057.36	STATIN	Parts were pre-installed in machine on purchase. 4 hard drives installed in servers using 1 serial # for the batch.
2M214300MC	JAM10	B0512	Electrical Equip. or Computer	HP BLC3000 Enclosure Rack	1	7 Cecelio Ave	Jan-30-2012	512,053.46	STATIN	
BWR3P-9V2RF-6Y/PF-B82FM-3PQ8D (type MAK)	JAM10	B0512	Electrical Equip. or Computer	Win Servers 2008 Enterprise (Software)	2	7 Cecelio Ave	Jan-30-2012	339,251.08	STATIN	Items sold as group, hence 1 serial #. Operating system pre-installed on servers by suppliers. Software file downloaded online.
	JAM10	B0512	Electrical Equip. or Computer	Citrix XenDesktop Enterprise (Virtualization software)	20	7 Cecelio Ave	Sept-11-2012	391,500.00	STATIN	20 licenses (Virtualization software) embedded in servers. There is no serial #.
<b>Asset Inventory 4 - Heavy Machinery</b>										
None	JAM10	B0512	Heavy Equip. or Generator	None	None					

## Annex III Risk Log

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Researchers may choose to exit for more favourable employment and would not be available for completion of exercise.	Prior to employment of Temporary Researchers.	Researchers pick up full time jobs with more favorable working arrangements	Impact: High Reduction in the number of Researchers would have a negative impact on data entry, data analysis and desk review for the Gap Analysis	Project team has tried to build team spirit, ownership and commitment to the project. To date two Researchers have left.	Senior Statistician and Project Manager	Project Mgr.	October 3, 2012	Of the six (6) Researchers that were hired, only two remain. Individual workloads have been increased and the completion date for the Gap Analysis has been extended by a month.
2.	In order to meet timeline for the Gap Analysis, project team and temporary Researchers will be required to work an additional 30 hours per week. However, overtime pay will not awarded as Researchers are not eligible for such pay	May 15, 2012	Human resources Processes and Procedures	Impact :Medium Researchers not being able to work extra hours would result in delays in data entry, data analysis and desk review for the Gap Analysis.	Project Manager has held meetings with the Director of Corporate Services to solicit overtime payments and/or a system of honorarium. Project Manager will make application for 'Call Out Duty Allowance for the staff.	Project Mgr.	Project Mgr.	October 3, 2012	Overtime pay has not been secured for Researchers.



## Annex IV Lessons Learnt

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Project Results		<p>1) Very high response rate from research participants.</p> <p>2) In the spirit of team work the project team worked additional hours without being paid for them.</p> <p>This was due to a high level of commitment on the part of the staff.</p> <p>3) High level of interest and enthusiasm among stakeholders, demonstrated in their participation in the various workshops that were held.</p>	<p>One major challenge was with regards to accurately estimate the amount of time needed for some aspect of the projects. Such as the development of the instruments, administration of the instrument and analysis and documentation of the Gap Analysis Report.</p>	<p>In light of the fact that there were no precedence/template to follow, the timeframe indicated in international best practice should have been used as a guide.</p>	

**Project Management:** Prepared by: Brythe Hand Date: 15/2/2013  
Approved by: [Signature] Date: 07/03/2013

**UNDP Resource Persons:** Name, Programme Advisor – Governance, Environment & Energy, Poverty Reduction  
Name, Programme Analyst – Governance, Environment & Energy, Poverty Reduction

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_