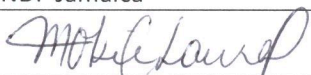
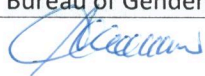


**Minutes of the Local Project Appraisal Committee Meeting
For UNDP Gender Equality Seal Certification Project**

Date of the LPAC	Start time	End time	Held at
Thursday, 25 May 2017	3:00 pm	4:30pm	UNDP Office

Name of LPAC Chairperson:	Dr. Elsie Laurence-Chounoune
Functional Title:	Deputy Resident Representative
Institution:	UNDP Jamaica
Signature:	

Name of LPAC Co-Chair:	Sharon Coburn Robinson
Functional Title:	Director, Policy and Research
Institution:	Bureau of Gender Affairs
Signature:	 4.09.17

Have all LPAC participants received the PRODOC for appraisal prior to the meeting and in a timely manner?	Yes
Remarks:	The first draft of the Project Document was shared with the participants on 24 April, 2017 and an updated version was presented at the LPAC Meeting.

Country:	Jamaica
Project Title (full):	"Enhancing Gender Equality and Mainstreaming in the Private Sector"
Remarks on approval process, if applicable	N/A
Name and contact of Project Focal Point at the UNDP Office:	Kenisha Thom-Iton, Project Support Associate, 1 (876) 978-2390 ext 2007

UNDAF Outcome(s): No 2	Capacities of public-policy and rule-of-law institutions and civil society organizations strengthened.
UNDP Strategic Plan 2014-2017 Secondary Outcome: No. 4	Faster progress is achieved in reducing gender inequality and promoting women's empowerment
Expected CP Output(s):	Measures in place to increase women's participation in decision making

Programme Period:	2017-2020	Total resources required (total project funds)	USD 65,000
Atlas Award ID:		Total allocated resources (UNDP managed funds)	
PIMS #		Regular (UNDP TRAC)	USD 30,000
Proposed Management Arrangements	<input checked="" type="checkbox"/> NEX <input type="checkbox"/> DEX	Other (partner managed resources)	
		o Private Sector	USD 35,000

Executing Entity/Implementing Partner	United Nations Development Programme
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Implementing Entity/Responsible Partners:	UNDP / Bureau of Gender Affairs
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1) Decisions of the LPAC [tick the applicable boxes, if these have been endorsed by the LPAC]	<input checked="" type="checkbox"/>	General endorsement of the Project's strategy: - Objective, Outputs and Activities - Log frame indicators (see Strategic Results Framework) - Management Arrangements
	<input checked="" type="checkbox"/>	Specific endorsement of the project's budget
	<input type="checkbox"/>	Specific endorsement of the proposed project staff complement and the project's organigram (if included)
	<input type="checkbox"/>	Endorsement of the TOR for key project staff
	<input checked="" type="checkbox"/>	Endorsement of the proposed strategy for stakeholder engagement
Remarks on the above	The LPAC endorsed overall project including the proposed outcome, management structure, objective, outputs, activities and project budget. It was agreed by the LPAC to include quasi-government entities for participation in the project	

2) Engagement of Implementing Entity/Responsible Partners		
Will the project engage entities other than the national Executing Entity/Implementing Partner?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If YES, which and for what purpose?	Planning Institute of Jamaica <input checked="" type="checkbox"/> Government department <input type="checkbox"/> NGO <input type="checkbox"/> Academia / centre of excellence Other	The Planning Institute of Jamaica (PIOJ) is the government agency responsible for coordination of external cooperation and will support with the implementation of the project. The PIOJ will also sit on the Project Board to provide oversight in the execution of the project activities.
	Bureau of Gender Affairs <input checked="" type="checkbox"/> Government department <input type="checkbox"/> NGO <input type="checkbox"/> Academia / centre of excellence <input type="checkbox"/> Other	The Bureau of Gender Affairs within the Ministry of Culture, Gender, Entertainment and Sport seeks to promote and advance gender issues and assist women and men in realizing their full potential through the attainment of gender equity and equality. The Bureau is a key partner representing the Government and will be a signatory to the Project Document.
	Jamaica Chamber of Commerce <input type="checkbox"/> Government department <input type="checkbox"/> NGO <input type="checkbox"/> Academia / centre of excellence <input checked="" type="checkbox"/> Private Sector	The Jamaica Chamber of Commerce (JCC) is a membership-based organization comprising businesses and professionals working together to build and promote a healthy economy and improve the quality of life in Jamaica. The JCC represents the private sector and will also be a signatory to the Project Document.
Is the pre-selection of these partners in line with UNDP procedures and has this been fully endorsed by the LPAC?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Remarks		

3) General and Specific Recommendations of the LPAC

GENERAL COMMENTS/RECOMMENDATIONS:-

- The LPAC recommended that a decision be made as to whether the Bureau of Standard Jamaica or Bureau of Gender Affairs is the most effective implementing organization for the project;
- EQUIGEN should be developed in parallel with private sector training so the Private Sector entities can be certified at the end of the process;
- Confirmation is needed to determine if the EQUIGEN model should be tabled in parliament and/or if a cabinet note is needed to proceed.

Outcome 1

Capacity of national institutions strengthened to elaborate and implement a national gender equality certification programme (EQUIGEN) for private and quasi-government entities:

Decisions:

- Inclusion of quasi-government institutions in the Pilot Programme;
- The Bureau of Gender Affairs will be the responsible party for certifying entities at the end of the programme.

Outcome 2

Private sector and quasi-government organizational capacity strengthened to mainstream gender and implement gender equality initiatives in the workplace.

Decisions:

- UNDP will support a 'recognition ceremony' during the two year period to acknowledge key milestones achieved by participating companies.

SPECIFIC COMMENTS/RECOMMENDATIONS:-

BUREAU OF GENDER AFFAIRS

Efficient:-

Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)

Partially

1. UNDP will need to elaborate on how the ongoing programme with the Bureau and public sector MDAs will be viewed as comparable with the private sector given that the required criteria under the Bureau's certification process is less rigorous.

The criteria currently:

1. Appoint a Gender Focal Point (GFP);
2. Ensure the GFP receives the necessary training, attending at least 80% of the gender-mainstreaming training sessions;
3. Develop an Action Plan within their organization to implement aspects of the NPGE;
4. Receive approval for the Action Plan from the respective Head of Entity.

The recommendation is that the Institute for Gender & Development Studies (IGDS) is best place to offer the required gender training and their courses are already accredited under the University of the West Indies (UWI). As a result it is proposed that UWI be engaged to support the initiative.

Effective:-

Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?

If any, UNDP will have justified same.

Target groups have been prioritized and have been part of project development.

Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? Yes there is a realistic multi-year workplan.

Sustainability and national ownership:-

Is there a clear transition arrangement/phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?

1. While the Bureau is now one of four Divisions within the Ministry of Culture, Gender, Entertainment and Sports, an organisational review is currently being conducted with a view to exploring alternatives options which will allow the BGA to function as a more autonomous entity. The review is being conducted by the Ministry of Finance & the Public Service.
2. The project aims to strengthen the capacity of private sector and quasi-government organisations to undertake gender mainstreaming in keeping with the implementation of the National Policy for Gender Equality (NPGE). To the extent that twenty- six MDAs have created an Action Plan and have received the Gender Equality Seal (GES) from the Bureau, the project can serve to increase the number of gender-certified entities as well as break new ground regarding certification for private sector companies. This is an area that needs some work as a follow up from the Gender Summit which was hosted by the BGA in July 2013. Given the oversight functions of the BGA, the BGA will undoubtedly continue to remain relevant as it continues to address gender inequalities and inequities in addition to the numerous other functions in keeping with Jamaica's local, regional and international commitments as a signatory to several human rights treaties, conventions & agreements.

PLANNING INSTITUTE OF JAMAICA

The Planning Institute of Jamaica had the following comments and suggestions to enhance the project document.

1. Page 3: Policy and Legal Context - The paragraph that speaks to "legislation on gender equality is inadequate" and thus needs to be quantified. What does inadequacy mean and will the two stated bills mentioned in the project document ensure that there are greater levels of gender equality? There are also other Acts that are currently in place that contribute to the gender equality landscape in Jamaica, these should be referred to, for example, the Maternity Leave Act etc.
2. Page 3: Reference should be made to the Medium Term- Socio-Economic Policy Framework that is being referred to. Jamaica is currently implementing the 2015-2018 MTF. This project must speak more definitively to the alignment of the Vision 2030 –National Development Plan, specifically Outcome 6.

3. Page 3: As part of the Policy and Legal context, it should also be noted that the Jamaican government ratified the ILO Convention C189 last year. This is another initiative that will seek to ensure gender equality within the public and private spheres.
4. Page 5: It was noted by the PIOJ and the Bureau of Gender Affairs that the project document should reflect that a project supported by UN Women was implemented by the Government to mainstream gender within the public sector. This information should be included in the context of this document and should also highlight the fact that this current Gender Seal project will support the work and build on the gains of the previous project. This should also be highlighted in the first bullet under conclusion that speaks to the lack of a national gender equality certification programme.
5. Page 12: Project Management: Reference is made to the PIOJ and the Bureau of Gender Affairs providing support in "kind". This has to be specified and also quantified to facilitate agreement by all parties concerned.
6. Page 19: The point in the expected outputs speaks to a Cabinet Submission being prepared. This should be changed to reflect a Cabinet Note and it should be indicated that the Note will be completed by the Ministry of Culture, Gender Entertainment and Sport. The rationale for preparing a Cabinet Note is not clear, as the project is to be implemented in private sector companies. There is no explicit inclusion of Government entities in the document.
7. Page 23: Governance and Management Arrangements: The Fourth paragraph makes reference to the Planning Institute of Jamaica providing resources. The types and nature of the resources have to be made clear. This would also need to be agreed by the PIOJ. It should also be made clear that the Bureau of Gender Affairs and not the PIOJ is better placed to develop the standards to be used when looking at closing gender gaps.
8. Overall, the role of the Government entities needs to be much more explicitly reflected in the document to facilitate agreement on our part. The extent of the commitment of the private sector to the project is also not clear, including the specific companies that will be engaged in the process.

REMARKS:-

Following the LPAC, all comments were reviewed and incorporated in the Project Document. The revised Project Document was then circulated to members and have since then been approved for implementation.

ANNEXES

1. LPAC Agenda
2. Attendance Sheet

Local Project Appraisal Committee Meeting
 Gender Equality Seal Certification Programme
 Thursday 25 May 2017, 3:00 pm
 United Nations Development Programme
AGENDA

Purpose: - To present the Project Document for the UNDP Gender Equality Seal Certification Programme for Private Sector Enterprises Project for recommendations and endorsement

Chair: Dr. Elsie Laurence- Chounoune, Deputy Resident Representative, UNDP

1. **Welcome and Introductions** - Chair
2. **Purpose of the Local Project Appraisal Committee Meeting** - Chair
3. **Presentation of Draft Project Document** – Richard Kelly, Policy Specialist, UNDP
4. **Discussions and Recommendation** - Chair
 - Project Strategy (Outcomes, Outputs, Indicative Activities)
 1. **Does the project’s Theory of Change specify how it will contribute to higher level change?** - YES
 - Relevance
 1. **Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized?** - YES
 2. **Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women?** - YES
 3. **Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors?** - YES
 - Social and Environmental Standards
 1. **Does the project seek to further the realization of human rights using a human rights based approach** - YES
 2. **Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach?** - YES
 3. **Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks?** - YES
 - Management and Monitoring
 1. **Does the project have a strong results framework** - YES
 2. **Is there a comprehensive and costed M&E plan in place with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?** - YES
 3. **Is the project’s governance mechanism clearly defined in the project document, including planned composition of the project board?** - YES
 4. **Have the project risks been identified with clear plans stated to manage and mitigate each risks?** - YES
 - Efficient
 1. **Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of**

achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners. – YES

2. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?) – See comments/recommendations listed above.
 3. Is the budget justified and supported with valid estimates? – YES
 4. Is the Country Office fully recovering the costs involved with project implementation? - YES
- Effective
 1. Is the chosen implementation modality most appropriate? - YES
 2. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination? - YES
 3. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? - YES
 - Sustainability and national ownership
 1. Have national partners led, or proactively engaged in, the design of the project - YES
 2. Are key institutions and systems identified, and is there a strategy for strengthening specific/ comprehensive capacities based on capacity assessments conducted? - YES
 3. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible? - YES
 4. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)? – See comments/recommendations listed above
 - Implementation Arrangements

5. AOB and Next Steps

List of participants in the LPAC			
Name	Institution	Title	Email
Elsie Laurence-Chounoune	UNDP	Deputy Resident Representative	elsie.chounoune@undp.org
Richard Kelly	UNDP	Policy Specialist	richard.kelly@undp.org
Kenisha Thom-Iton	UNDP	Project Support Associate	kenisha.thom@undp.org
Shelly Trim	UNDP	Programme Analyst, Monitoring and Evaluation	shelly.trim@undp.org
Ava Whyte-Anderson	UNDP	Programme Analyst, Capacity Development	ava.whyte-anderson@undp.org
Taitu Heron	UN Women	National Coordinator	taitu.heron@unwomen.org
Mareeca Brown	PIOJ	Gender Specialist	mareeca_Brown@PIOJ.gov.jm
Thasya Chin – Fletcher	JCC	Membership Services Officer	thasya.cfletcher@jamaicachamber.org.jm
Karen Small	Bureau of Gender	Policy Analyst	ksmall@mcges.gov.jm
Diana Gutierrez – (Skype)	UNDP Hub, Panama	Gender Specialist	diana.gutierrez@undp.org
Sharon Coburn-Robinson – (Conference Call)	Bureau of Gender	Director, Policy and Research	srobinson@mcges.gov.jm