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# USAID/JAMAICA COMMUNITY EMPOWERMENT AND TRANSFORMATION PROJECT - PHASE II (COMET II)

## Monthly Report: February 2014

March 5, 2014

This publication was produced for review by the United States Agency for International Development.  
It was prepared by Tetra Tech DPK.

## I. TECHNICAL ACTIVITIES

### Component I: Community Crime Prevention

- **COMET II Stakeholder Briefing:** On February 18, COMET II staff (including the Senior Technical Advisors Douglas McCaffery and Glenn Crannage, Civil Society Specialist, and Community Policing Coordinator) met with representatives of the Jamaican Constabulary Force (JCF) and the Social Development Commission (SDC) to brief these stakeholders on planned COMET II programmatic activities, to introduce newly-hired COMET II staff, and to establish working and reporting relationships. Police Commissioner Owen Ellington and Supt. Karina Hood of the Community Safety and Security Branch (CSSB) represented the JCF; Executive Director Dr. Dwayne Vernon represented the SDC; and Contracting Officer's Representative (COR) Allan Bernard represented USAID at the meeting.
- **Meeting with Jamaican Association for Social Workers (JASW):** On February 18, Senior Technical Advisor Doug McCaffery and COMET II Grants Manager met with Eva Forde, JASW President, to discuss future opportunities for JASW, as a recipient of COMET I technical inputs, to be involved with COMET II as a potential subcontractor or grantee. JASW will look for further guidance once the matter discussed with their executive committee.
- **Global Climate Change (GCC) meetings with PIOJ, ODPEM, and UWI:** On February 18, 19, and 21, COMET GCC Coordinator and Senior Technical Advisor Dr. Gina Green attended separate introductory meetings with the Office of Disaster Preparedness and Emergency Management (ODPEM), the Planning Institute of Jamaica (PIOJ), Prof. Anthony Clayton of the University of West Indies, and New Horizon. The purpose of the meetings was to introduce the COMET II project, connect with stakeholders and agency contacts, and to investigate each organization's climate change and disaster risk reduction (DRR) agendas.
- **Meeting with University of West Indies (UWI):** On February 19, COMET II Civil Society Coordinator and Senior Technical Advisor (STA) Glenn Crannage met with Dr. K'adamawe K'nife, Director of the Office of Social Entrepreneurship (OSE), and Mr. Marlon Moore, Research Assistant, at the UWI Mona Business School to discuss potential scope of work (SOW) for a future subcontract with the OSE. As follow-up to the meeting, COMET II drafted a SOW which envisions the OSE conducting baseline surveys in the 25 communities that COMET II intends to work in order to assess their readiness for and the types of social entrepreneurship activities specific to each community.
- **GCC Sensitization Seminar for COMET II staff:** On February 20, COMET GCC Coordinator and Senior Technical Advisor Dr. Gina Green conducted a GCC sensitization seminar for the COMET II staff team.
- **Ministry of Water and the Environment's Public Consultation on the Green Paper on the Government's Climate Change Policy Framework and Action Plan:** Several members of the COMET II team attended a public consultation on the Green Paper on the Government's Climate Change Policy Framework and Action Plan on February 20 at the Pegasus Hotel. The purpose of this public consultation was to allow those present an opportunity to give feedback on the document and to be a part of the discussion on its relevance to Jamaica.
- **Site Visits for DRR Vulnerability Assessments:** On February 21, COMET II GCC Coordinator, Senior Technical Advisor Dr. Gina Green, and the COMET II Community Coordinators for St. Andrew and St. Catherine conducted site visits in Old Harbour Bay and Kintyre to receive and introduction to the climate change related challenges that impact known vulnerable communities. The COMET II team learned that these communities are

severally impacted by run off and coastal flooding and there is insufficient infrastructure for drainage and shelter residents from hurricanes or flooding.

- **Planning Meeting with the Social Development Commission:** On February 25, COMET II staff (including the Civil Society Specialist, Community Outreach Specialist, and the Community Policing Coordinator) met with representatives from the SDC and the USAID/Contracting Officer's Representative (COR). SDC Executive Director Dr. Dwayne Vernon chaired the meeting which sought to clarify the function of the SDC as a partner, define the flagship activity of COMET II, define geographical boundaries for interventions, and establish a MOU for COMET II, JCF, and SDC partnership. Resulting from this meeting, the meeting participants decided to establish a Project Steering Committee and developed a corresponding Action Plan. Also, Dr. Vernon offered to provide office space for the COMET II St. James and Clarendon Community Coordinators within the SDC offices in those parishes. During a subsequent phone call with the COMET II Civil Society Specialist, Dr. Vernon also agreed to provide space for the St. Catherine Community Coordinator with the SDC parish office.
- **SDC Conference of Community Development Committees:** On February 27, representatives of COMET II staff attended the Conference of Community Development Committees (CDCs) organized by the SDC in partnership with the National Association of Parish Development Committees (NAPDEC) and National Integrity Action (NIA). The theme of the conference was "The Governance Framework: The Pathway to Local Economic Development" and was held at the St. Andrew Parish Church Hall in Halfway Tree. Presenters included: the Mayor of Kingston and St. Andrew Corporation, Senator Councilor Angela Brown-Burke; SDC Kingston and St. Andrew Parish Manager Sandra Goulbourne; SDC Governance Director, Sherine Francis; SDC Chairman Paul Burke; the NAPDEC Assistant General Manager; PDC Chairman Joseph Cox; Associate Director of the Office of Social Entrepreneurship at the University of West Indies Mona School of Business, Dr. K'adamawe K'nife; and other CDC representatives.

### **Component 2: Public Engagement**

- **Meeting with Assistant Police Commissioner:** On February 25, COMET II Community Policing Coordinator, Public Outreach Specialist, Civil Society Specialist, and Tetra Tech DPK (Tt DPK) Technical Director Robert Dean met with Assistant Police Commissioner (ACP) John McLean and Dsp. Steve Brown to receive an overview of the JCF Corporate Strategy and to explore possible communication and public relations synergies for culture of lawfulness messaging between COMET II and the JCF. Meeting attendees agreed that COMET II could assist the JCF with the production of materials for inclusion in JCF programs that will focus on the development of a Culture of Lawfulness (COL) promoting police as good role models. ACP McLean also recommended that the Public Outreach Specialist liaise with Gillian Mitchell at the Police Academy, who is in charge of Curriculum Development, to assist in setting the parameters for the Training Needs Analysis for the promotion of COL within the JCF.
- **USAID Branding and Marking:** On February 26, COMET II Public Specialist met with USAID Development, Outreach, and Communications Specialist Kimberley Weller to outline the protocol and context of the COMET II public outreach function within the USAID structure. They also reviewed the COMET II Branding and Marking Plan submitted to USAID on February 17.

### **Component 3: Alternative Sentencing**

- Tt DPK has identified a candidate for the Alternative Sentencing Coordinator position and hopes to bring this person on board in March.

### **Component 4: Community Based Policing**

- **Community Policing Meeting with JCF CSSB Superintendent:** On February 20, COMET II Community Policing Coordinator met with Supt. Karina Hood of the JCF CSSB to receive an overview of the Community Based Policing Unit and the School Resource Officers Program. Supt. Hood requested COMET II assistance with updating the JCF Community Based Policing (CBP) Courseware and training materials as they are either out of stock or outdated in some respect. Supt. Hood also noted that the CBP pamphlets and brochures require editing to include victimology and to introduce the concept of “proximity policing” to the public, and she identified the need for new CBP material to be produced specifically for children.

### **Component 5: Project Management and Administration**

- **Workplanning sessions:** Throughout the weeks of February 10<sup>th</sup> and 17<sup>th</sup>, Senior Technical Advisors Glenn Crannage and Doug McCaffery led workplanning sessions with the COMET II staff to refine the First Annual Work Plan (AWP) and Performance Monitoring Plan (PMP) drafts that were submitted to USAID on February 10<sup>th</sup> and to respond to USAID feedback. A revised AWP and PMP were submitted to USAID for approval, along with an Environmental Mitigation Plan and Report (EMPR), on February 28.
- **Grants Manual:** During February, Tt DPK continued discussions with USAID regarding additional comments and feedback received from USAID on the COMET II Grants Manual. While the Grants Manual is still pending final approval, the Grants Manual revisions are near complete and the most recent version of the Manual was submitted to USAID for final approval on February 27.

## **2. ADMINISTRATIVE MATTERS**

COMET II staff and Tt DPK Home Office personnel dedicated efforts to carry out the following administrative activities:

- **Human resources:**
  - Replacement of Chief of Party (COP): As noted in a communication to USAID (No. HO-2014-015) on February 13, Tt DPK has started an intensive recruitment process to identify the most suitable COP candidates to replace Melanie Peyser. Tt DPK will submit candidates for USAID’s consideration within the coming months. In the meantime, Tt DPK has proposed Senior Technical Advisor Doug McCaffery to serve as Interim COP for a period of three to six months and is pending USAID approval.
  - The following COMET II staff began work with the project in February: GCC Coordinator Kwame Emmanuel; Public Outreach Specialist Jennifer Grant; Community Policing Coordinator Donaree Muirhead; Grants Manager Nardia Pessoa; Grants Analyst Roxanne Wanliss; and Community Coordinators Christine Whitely, Samantha Harvey, and Stacy Ann Gavin. Civil Society Coordinator Andrea King and Community Coordinator Dax Pessoa will begin work in March.
  - Tt DPK has also identified potential candidates to occupy the following positions and is conducting final negotiations with these candidates: Alternative Sentencing Coordinator (Jhana Harris), Community Coordinator – Clarendon (Romel Gordon), and Accountant (Junior Buchanan). COMET II is currently conducting interviews for the Monitoring and Evaluation Coordinator position and is close to identifying a strong candidate.
- **Procurements:**
  - Furniture: After a thorough procurement process, COMET II has purchased office furniture and half of the furniture has been delivered and set up in the office. The furniture delivery should be completed the first week of March.
  - Vehicles: COMET II has received quotes from three vehicle vendors and is currently reviewing and evaluating them to determine the best option. As none of the vendors keep vehicles in stock, it will likely take 1-2 months from vehicle order to delivery. In

the meantime, COMET II has identified a services provider to provide rental cars until the project vehicles are delivered.

- Other procurements: COMET II is currently evaluating quotes from potential vendors for computer equipment, internet/phone services, and a large copier/printer. We expect these procurements to be completed in March.