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

## Monthly Report: March 2014



April 5, 2014

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# USAID/JAMAICA

# COMET II PROJECT

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CONTRACTOR: Tetra Tech DPK

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## LIST OF ACRONYMS

|          |                                                             |
|----------|-------------------------------------------------------------|
| ACB      | Anti-Corruption Branch (of the Jamaican Constabulary Force) |
| ACP      | Assistant Police Commission                                 |
| CBO      | Community Based Organization                                |
| CoL      | Culture of Lawfulness                                       |
| COMET II | Community Empowerment and Transformation Project II         |
| COR      | Contracting Officer's Representative                        |
| CRC      | Community Resource Centers                                  |
| CSSB     | Community Safety and Security Branch                        |
| DRF      | Dispute Resolution Foundation                               |
| DRR      | Disaster Risk Reduction                                     |
| EMPR     | Environmental Mitigation Plan and Report                    |
| GCC      | Global Climate Change                                       |
| JASW     | Jamaican Association of Social Workers                      |
| JCF      | Jamaica Constabulary Force                                  |
| JRIU     | Justice Reform Implementation Unit                          |
| M&E      | Monitoring and Evaluation                                   |
| MoJ      | Ministry of Justice                                         |
| MOU      | Memorandum of Understanding                                 |
| NAPDEC   | National Association of Parish Development Committees       |
| NIA      | National Integrity Action                                   |
| PIOJ     | Planning Institute of Jamaica                               |
| PMP      | Performance Monitoring Plan                                 |
| RFA      | Request for Application                                     |
| SDC      | Social Development Commission                               |
| SRO      | School Resource Officer                                     |
| STTA     | Short Term Technical Assistance                             |
| USAID    | United States Agency of International Development           |
| UWI      | University of the West Indies                               |

## I. PROJECT SUMMARY

In March 2014, under the new leadership of Interim Chief of Party (COP) Doug McCaffery, the Community Empowerment and Transformation Project II (COMET II) intensified its engagement with all major stakeholders to reinforce its intentions as a community safety and security project with a main focus on community capacity building. At the beginning of March, USAID approved the COMET II Project Management Plan, Year One Work Plan, and Environmental Mitigation Plan and Report which will guide project activities moving forward.

The COMET II team has implemented a slight change in its working structure of the team, with Contracting Officer's Representative (COR) agreement. Component Coordinators will take full ownership of their Components' activities and they are responsible for all cross-cutting themes including grants and Global Climate Change (GCC) inputs that sit within their Components. In conjunction with the Civil Society Specialist, they will give guidance to the Community Coordinators on the required activities that will be implemented in each community.

During March, COMET II has identified key partners for community programs, such as the Dispute Resolution Foundation (DRF), and is discretely conducting capacity assessments of these organizations to determine their ability to support COMET II activities. The COMET II Alternative Sentencing Coordinator has completed a formal review of the DRF which will be an annex to the next Quarterly Report. As noted in the assessment, the DRF does not presently have the capacity to support COMET II activities. As such, the project team is developing a strategy to determine where it can assist to build the capacity of the DRF to position them to play a role with COMET II.

The relationship with the Social Development Commission (SDC) has continued to grow. COMET II now sees the SDC as our key partner with the Jamaican Constabulary Force (JCF) being a key stakeholder. COMET II will sign a memorandum of understanding (MOU) with the SDC and JCF in early May demonstrating the commitment to working in partnership with each other.

COMET II has joined three newly formed subcommittees that will serve as main working groups to move forward key project activities related to:

- **Community Resource Centres (CRCs):** This subcommittee is comprised of community members from five identified communities, the JCF, and an engineer from New Horizon Ministry who will design and determine the cost requirements for building CRCs. The resulting decisions of this subcommittee will serve as the basis for a COMET II request for application (RFA) to award a grant to an organization to build and place the CRCs.
- **Global Climate Change:** This subcommittee is a working partnership with a Jamaican disaster management organization to assist with the selection of sites for CRCs and to harmonize ongoing COMET II GCC activities with partner agencies.
- **Culture of Lawfulness:** This subcommittee brings together relevant agencies, such as National Integrity Action (NIA), to develop ongoing Culture of Lawfulness (CoL) messages and to ensure coordination and a continuing working relationship is maintained.

During March, COMET II continued negotiating a subcontract to engage the University of West Indies (UWI) Mona School of Business to assist with social enterprise and monitoring and evaluation (M&E) activities. The subcontract will be formalized by mid-April and the delay is not expected to have any impact on program activities.

The COMET II team is in the process of completing a risk management matrix for all project activities that will be submitted with the next Quarterly Report.

## 2. ADMINISTRATIVE MATTERS

- **Human Resources:** As noted above, Senior Technical Advisor Doug McCaffery was approved to serve as Interim COP for a period not to exceed six months. Tt DPK submitted candidates for USAID’s consideration in March and is awaiting feedback.

As of March, the COMET II project is now fully staffed. The following staff began work with the project in March: Civil Society Coordinator Andrea King, Alternative Sentencing Coordinator Jhana Harris, Community Coordinators Dax Pessoa and Romel Gordon, M&E Coordinator Marvin Gayle, Finance Assistant Junior Buchanan, and Driver/Bearer Errol Smith.

- **Procurements:**

- **Furniture:** All office furniture has been delivered and set up in the COMET II office. The administrative team is now working on a procurement for workstations for the three Community Coordinators (for St. James, Clarendon, and St. Catherine) that will work from SDC parish offices.
- **Vehicles:** COMET II has selected a vendor for the purchase of two vehicles. After receiving USAID approval, COMET II will draft a purchase order to proceed with the vehicle purchase.
- **Other operational procurements:** COMET II has completed procurements for remaining computer equipment, internet/phone services, and a large copier/printer.
- **Technical procurements:** The procurement process is currently underway to identify a venue for the first grants training workshop that will be held in April.

### **3. THREATS AND MITIGATION**

No issues requiring attention have arisen this month.

### **4. CONCLUSION**

Attached is the Monthly Activity Report that provides a status update and percent completed for each COMET II activity. Traffic light indicators give a visual overview of the current risk associated with the completion of each activity.