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# DOMINICAN REPUBLIC JUSTICE PROJECT QUARTERLY REPORT

**1<sup>ST</sup> REPORT: JULY 2008 – SEPTEMBER 2008**

**OCTOBER 2008**

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<b>Authors:</b>	<b>Josefina Coutiño, Rosalía Sosa, Thalía Goldberg, Martha Contreras</b>

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# FOREWARD

DAI is pleased to present the 1<sup>st</sup> report of the Dominican Republic Justice Project as required under contract number DFD-I-07-05-00220-00/07, issued by USAID | Dominican Republic. The original source of which is a contract between the Government of the Dominican Republic and the Government of the United States of America.

This report covers the third quarter of calendar year 2008, from July 8<sup>th</sup> 2008 through September 30, 2008, and includes within it the principal institutions of the Judicial Sector.

# ABBREVIATIONS

CARMJ	<b>Commissioner for the Support of Justice Reform and Modernization</b>
CARMJ-UA	<b>CARMJ Analysis Unit</b>
CONAEJ	<b>Commission for Implementation of the Criminal Procedures Code</b>
CPP	<b>Criminal Procedures Code</b>
DAI	<b>Development Alternatives, Inc.</b>
DGCI	<b>General Director of Judicial Careers</b>
DGH	<b>Director of Human Resources (PGR)</b>
ENJ	<b>National Judicial School</b>
ENMP	<b>National School of the Attorney General / Public Ministry (National Prosecutorial School)</b>
INACIF	<b>National Institute of Forensic Science</b>
OJSAP	<b>Office of Customer Service for Judicial Services</b>
ONDP	<b>National Office of the Public Defender</b>
PGR	<b>Attorney General of the Republic (Public Ministry)</b>
PC	<b>Participación Ciudadana (NGO)</b>
PJ	<b>Judicial Power (Judiciary)</b>
PdJ	<b>Justice Project (Proyecto de Justicia)</b>
SCJ	<b>Supreme Court</b>
SII	<b>Institutional Integrity System</b>
USAID-DR	<b>United States Agency for International Development – Dominican Republic</b>



# EXECUTIVE SUMMARY

The first quarterly report (July-September 2008) corresponds to the beginning of preparatory activities for the Dominican Republic Justice Project (hereafter referred to as the “Project”), aimed at designing, drafting and formalizing a work plan for the Project with each counterpart in the justice sector.

Once developed, members of the Project presented the workplan to the President of the Supreme Court of Justice (SCJ) and his team, the Attorney General (PGR) and his team, the Director of the National Office of Public Defense (ONDP) and his team, the Commissioner of Support for Reform and Modernization of Justice (CARMJ), and the non-governmental organization Participación Ciudadana (PC). Following these presentations, the Justice Project coordinated 10 workshops for the purpose of conducting a survey of needs for each institution to make any necessary adjustments to the workplan.

Similarly, the Project held meetings with supporting agencies such as the Spanish International Cooperation Agency (Agencia Española de Cooperación Internacional) and the United Nations Development Programme, with the aim of coordinating activities and avoiding a duplication of effort within the sector.

Upon completion of the workshops with the counterparts, the Project conducted an internal analysis session to refine each Result Area as it related to the work plan and three-year implementation timeline. The session also allowed the team to develop detailed descriptions of sub-activities under each outcome area. The budget was prepared in tandem with the workplan to ensure resources were aligned with planned activities. Both budget and workplan were submitted to USAID for review, commentary and approval.

Similarly, the Project began the process of developing and issuing the sub-grant for the Community Justice House sustainability plan (“Casas de Justicia”) with local NGO Participación Ciudadana (PC).

As part of the start-up phase, and at the request of USAID/DR, the Project has attended all meetings and workshops focused on the policies and procedures of USAID implementing partners, including those focused on the system of indicators for USAID/DR. The workshop addressed mandatory indicators and contract-specific indicators (including output, outcome, progress, and impact indicators). The Project is developing the performance management plan (PMP), which will include a system of indicators to measure progress for the USAID Justice Project.

The below report details Project activity under Result Area 1, the Sub-Grant, and administrative actions. The activities envisaged for Result Areas 2, 3 and 4 are identified in the Project workplan, developed in the first quarter through workshops with partners and USAID.



## **ACTIVITY 1: INCREASE INSTITUTIONAL CAPACITY THROUGH A SERIES OF FOCUSED ACTIVITIES**

### ***Management Models for Prosecutors***

Building on the successes of the work on Management Models (“Modelos de Gestión”) completed by the *Justicia y Gobernabilidad* project (2004-2008), the current Justice Project has resumed work on the expansion plan to bring the Management Models to new districts. Previously, implementation had begun in the judicial districts of La Vega, Baní and La Romana. The previous project developed a plan for expansion of the Management Models for the Attorney General at the national level, which required incorporating the Management Model into 32 district attorneys’ offices.

To begin work on implementation of the models, the project conducted site-visits to present and introduce the Prosecutorial Management Model to the following district attorneys’ offices: Montecristi, Dajabón, Santiago Rodríguez, Valverde, Sanchez Ramirez and Monsignor Nouel. These visits served as the starting point for implementing the models in each office.

The Project conducted follow-up inquiries into the process of equipping and remodeling the physical infrastructure of the district attorneys’ offices in Salcedo, El Seybo, Samaná, and San Francisco de Macoris. The district offices of Salcedo and El Seybo will open on October 17<sup>th</sup> and October 24<sup>th</sup>, respectively.

The project held two working groups that included representatives from all public prosecutors participating in the Management Models: prosecutors from the Court of Appeals, public prosecutors (fiscales), deputy fiscales, and fiscalizadores. The objective was to draft an agenda for developing and rolling out the Management Models.

## **ACTIVITY 2: STRENGTHENING HUMAN RESOURCES**

The Justice Project will continue strengthening the careers of judicial personnel and provide continued training in the same topics. During the presentations by the PdJ’s technical team, the project was asked to provide technical assistance in strategic planning for the following institutions within the sector: the Commissioner to Support Reform and Modernization of Justice (CARMJ), the National Office of the Public Defender (ONDP), and the office of the National District Prosecutor.

The activities anticipated under Result Areas 2, 3 and 4 are identified in the Proyecto de Justicia Work Plan, which was developed in the first quarter through workshops with counterparts and USAID.

## COMMUNITY JUSTICE HOUSES SUSTAINABILITY PROGRAM

During this period the Proyecto de Justicia initiated actions to begin the grant-under-contract component of the contract, following the procedures set out by DAI's USAID-approved grant manual. The manual was amended to include a request for additional feasibility studies and sustainability plans for an expansion of the Community Justice Houses into new districts.

The Proyecto de Justicia initiated discussions about the grant with: Mr. Javier Cabreja, Director of Participación Ciudadana; Mr Joseph Ceballos, Coordinator of the Community Justice Houses program; and, Participación Ciudadana's financial assistant, with whom DAI shared grant procedures and issued a request for information to assess the technical and financial capacity of the institution.

The activities to be undertaken are: a request for approval to USAID, development of the final terms of reference, and analysis of a financial and technical capacity questionnaire.

During the coming period the project anticipates the completion of the award to Participación Ciudadana in conjunction with the first progress report of activities.

# ADMINISTRATION

## Field Office

To ensure sound implementation of all planned activities, the Proyecto de Justicia leased an office located in the center of the city of Santo Domingo. The office was surveyed and furnished with inventory provided by the previous projects disposition plan. All facilities and services are in full operation, including telephone, internet, and project-specific email addresses.

Office equipment (computers, server, and phone sets) were sent from the United States by DAI's home office; technical installation and configuration was performed by a DAI consultant who came for a week to ensure proper set-up. The maintenance of all IT equipment and networks will be carried locally by a service provider hired and trained by DAI staff.

## Personnel

The hiring process for project personnel—including technical, administrative, financial, and logistical support—was finalized prior to the end of the first quarter of the project.

All subcontractor negotiations have been concluded, and regular communication between the prime and subcontractor have been established.

# FINANCES

The budget for the first year for the project has been adapted based on the most up-to-date market conditions, and has been re-aligned within each budget line item based on the stated needs expressed by partners and beneficiaries, in addition to activities already included in the submitted work plan.

As a result of this realignment, funds for other direct costs (ODC)s intended for the 2<sup>nd</sup> and 3<sup>rd</sup> year of the program were shifted to the first year with the aim of obtaining a greater impact in the first year of implementation. The Proyecto de Justicia completed financial projections for 2009 and submitted them to USAID.

The financial system and associated financial controls have been established, in addition to defining and implementing the reporting and accounting procedures for the project.

Due to the recent acquisition of DPK Consulting by ARD/Tetra Tech, the Proyecto de Justicia is in the process of aligning financial and administrative procedures to ensure alignment.

## Financial Activities

Expenditures during the period from July to September 2008 supported project start-up. No abnormal problems or challenges were experienced during this time. Included in Annex 1 are the total project expenditures as of September 30, 2008. This review covers the amounts billed until 31 August 2008. The invoice for the month of September 2008 was merged with the month of October and will be reflected in the financial review of the Quarterly Report for the coming quarter.

The total labor cost amounted to \$6,003.78. Expenditures for local and international travel in this quarter were \$5,735.76. The payments for other project activities, including professional services and temporary office space, was \$1,074.15. Payments for acquisitions and non-expendable items for the opening of the office were \$16,573.67. Of the total spent to date, the project has paid \$183.15 for Tax on the Transfer of Industrialized Goods and Services (ITBIS).

The following Annex 3 contains a review of all expenses through September 30, 2008. The table shows that 1.77% of the total budget has been spent to date, leaving 98.23% of the ceiling amount remaining.