



Ministry of Indigenous Peoples' Affairs

251-252 Thomas & Quamina Streets,
Georgetown,
Guyana

Telephone: 592-225-8412
Fax: 223-1616

Email: ps@indigenouspeoples.gov.gy
ministry@indigenouspeoples.gov.gy

July 7, 2016

Khadija Musa
Resident Representative
Att. Ronald Cumberbatch
United Nations Development Programme
Brickdam, Stabroek
Georgetown

Dear Ms. Musa,

RE: 2nd Quarter Progress Report, April to June 2016

Please find attached Quarterly Report for the Amerindian Development Fund (ADF-GRIF) for the period of April to June 2016.

All for your information.

Regards,

Mr. Vibert A. Welch
Permanent Secretary

UNDP GUYANA	
File Ref:	
Date:	11/15/2016
SECTION	
RR / DRR	
Coordination	
Programme	RC
Finance	
UNV	
Procurement/HR	
Other	

Quarterly Progress Report

Project: ADF-GRIF II

Date: 07/04/2016

Implementing Agency: Ministry of Indigenous Peoples' Affairs

Reporting Period: Apr-Jun 2016

1. Output Assessment

Output	Indicators	Quarterly Target (s)	Results Achieved	Delivery Rate (actual expenditures/Disbursement received)*100	Challenges	Risks & Issues
		Q = 2				
<p>Output 1. Strengthened entrepreneurial and Institutional capabilities of the village economy of Amerindian communities</p>	<p>YEAR 1 Indicators: -Percentage of community ventures financed that are operational after 1st year -Percentage of community management teams or VC that are regarded as effective in managing community business -Percentage of community level businesses that are financially breaking-even -Number of partnership linkages developed in pursuit of community business development -Number of management team or VC trained to develop, manage and execute</p>	<p>Target 1: 100 % of villages visited and scoping missions conducted Target 2: 100 % of functional management teams have been appraised as effective in managing community level businesses</p>	<p>94% of Scoping missions conducted (150 communities) 1. On-the-ground assessment of the community's readiness to receive the MCG undertaken. 2. Work plan and budget prepared in conjunction with the communities for the implementation of the CDP. 3. Micro-capital grant agreement (MCGA) signed by the Toshias at public meeting</p>		<p>1. Communication challenges: some communities are only available via radio communication or written and verbal communication via intermediaries. These communication challenges have on occasion resulted in delays or poor attendance at scoping missions and sometimes miscommunication between the PMU and the Villages. The delays also occur when the UNDP rejects the request for first disbursement for further information. The Villages takes a very long time to return the additional information. 2. Governance Issues at village level: Eleven Communities are experiencing Governance issues, such as disintegrated Villages Councils due to death, migration or drop outs. The MolPA / MOC will be tasked to work along with these Communities to correct the Governance challenges. 3. Late requests for change of CDP by villages/communities: Late requests by villages/communities to change their</p>	<p>1. Environmental Risk: Project Staff contracted Gastroenteritis during a mission to Region 7, resulting in an incomplete mission. 2. Fiduciary Risk: The risk of the Village Committees utilizing the tranches deposited in their bank accounts for the CDP to service other immediate Village needs, with the intention of replacing the monies with some other sources of income. 3. Competitiveness of business ventures: a number of factors places the proposed business ventures at a competitive disadvantage in some cases. These include; remoteness of communities resulting in high cost of production due to high transportation cost for inputs and farm-to-market costs. The difficulties of Communities to benefit from economies of</p>

Output	Indicators	Quarterly Target (s)	Results Achieved	Delivery Rate (actual expenditures/Disbursement received)*100	Challenges	Risks & Issues
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	business ventures, including technical support on specific nature of project undertaken -Number of formalized /registered businesses	<p>Target 3: 100 % of business ventures receive the first tranche of their grant and are operational</p>	<p>minimize or overcome such risks and challenges discussed</p> <ol style="list-style-type: none"> Key terminologies and concepts used in Business Management defined and discussed CMT trained on how to prepare a work plan 		<p>CDP resulted in disruptions in planning of scoping missions, in particular, provision of appropriate technical personnel given the short notice of changes in CDP. Changes in CDPs that are high risk, e.g. loan schemes, resulted in unsuccessful missions, no CMT Training being conducted and no grant agreements being signed.</p>	<p>scale due to relatively small markets (residents within community and surrounding communities) also results in higher cost of production.</p> <p>4. Capacity of Molpa CDO program to monitor challenges that might derail project expectations: the project requires a full complement of CDOs to facilitate effective monitoring of CDP implementation to allow for quick reaction to technical difficulties of CDP implementation. However, no funding has been allocated for the CDOs to conduct on demand assistance or monitoring to Communities.</p>

Output	Indicators	Quarterly Target (s)	Results Achieved	Delivery Rate (actual expenditures/disbursement received) *100	Challenges	Risks & Issues
		Q = 2				
		Target 3: 100 % of business ventures receive the second tranche of their grant and are operational	<p>6% of Business Ventures received their second tranche disbursements (5 out of 81 communities)</p> <ol style="list-style-type: none"> 2 Communities were denied their 2nd tranche disbursement due to errors with reporting. 15 Communities who requested second tranche disbursement had errors with their Financial Reports and were unable to continue processing. 		<p>Capacity Challenges:- It was noted that the CMT are not preparing the Financial Report accurately. This is resulting in delays for the CDP Projects as the second tranche is being delayed due to the low accuracy of these reports.</p>	<p>5. There is a risk of the Project Funds not being spent due to the lack of accuracy in the CMT producing financial reports.</p>

II. Capacity Development

Reduced Impact Logging Training: The Villages of Capoey, Malali and Yarakita that are interested in logging and timber activities as their CDPs, benefited from a training course taught by the Guyana Forestry Training Centre that promotes reduced Impact Logging.

III. Gender Mainstreaming

Scoping missions: Preparation of implementation plan for CDP

No. of female participants: 2,704

No. of male participants: 2,241

Business management Training: topics covered include terminologies and concepts, financial accountability and management, marketing and work plan preparation.

No. of female participants: 471

No. of male participants: 570

IV. Lessons Learnt

Information management at community level: Scoping missions revealed a relatively low level of awareness of CDPs by community members. This was due to a combination of factors including the time that elapsed between CDP conceptualization and implementation.

Role of CDOs, POs and other stakeholders: Their role was important in the areas of mobilization, communication, logistical support and facilitation of meetings. The support of other stakeholders such as the Regional Vice Chairman Region 7 and Assistant Regional Executive Officer for the various regions was helpful in terms of organization and logistical support.

Village Bank Accounts: It was learnt that having a Village Bank Account is not important for some villages, especially isolated villages that do not generate significant surplus income, and villages where the cost of travelling to the bank is high. Also, obtaining a proof of address is difficult for the villages due to the lack of services in their communities. The ADF-PMU facilitates Villages in obtaining the requirements for the banks, such as assisting with the processing of TIN numbers for the CMT and providing introduction letter to the banks. The ADF2 will also be conducting future banking missions to ensure all villages are ready to become vendors.

Refocus Training: Lessons learnt from conducting monitoring missions was that some CMT are weak on finance management and marketing. The CMT members are uncertain about their roles and responsibility. The ADF2 will be expanding on the time spent on financial and marketing training in future missions and will provide the CMT with a written terms of reference.

Finance of missions: The UNDP and the MOIPA need to work together, so that the ADF-PMU could have access to Financial Resources to respond to the immediate needs of the Villages. It was experienced by the PMU during the second quarter, where missions were executed and the finances for the missions were not processed prior to the start of the mission. With the mission being time sensitive, this placed a burden on Project staff, as the project work has to be financed by personal funds instead of project funds. To be successful, the ADF Project must have financial resource readily available.

V. Innovative Initiatives

Inclusion of the Village Council in Business Management training. This initiative is intended to, in a structured manner, define and distinguish the role of the Village Council vis-à-vis the CDP Management Teams in the context of implementation of the CDP. A brief section on good governance practices was included in the training session to improve this area of community development that was noted as an area of deficiency in prior scoping missions which has implications for CDP implementation.

Facilitating the Villagers to become Vendors:- The UNDP have been rejecting Vendor information submitted by the Villages, especially Villagers that are using GBTI Bank Books. So to allow these Villages to become Vendors, the PMU has to utilize personal funds to provide the UNDP with a Banking Slip, so that the UNDP could process the Village as Vendors. The other alternatives are not cost effective and take considerable time.

VI. Other Issues and Challenges

Payment of Salary and Gratuity: The PMU continues to experience delays in receiving salaries for all staff member during the second quarter 2016.

Cancellation of Missions: The UNDP did not provide the requested finances for the Upper Mazaruni Mission that was scheduled to start on June 6, 2016. This was a challenge for the PMU due to the lead time required in sending notices of the Public Meetings to these isolated Villages. The delay resulted re-work with the PMU having to cancel arrangement with our Technical Stakeholders, transport Service providers, cancelling arrangements with the Villages and having to redo all the undone arrangements. The UNDP provided no advance notice of the cancellation and offered no apologies. The mission was allowed to start on June 13, 2016. However, the mission was not successful as the CDF for Team 2, took ill, was hospitalised and had to return to Georgetown for further treatment. Team 1 was unable to pick up the slack due to lack of financial resources, and the rigidity of the UNDP system in processing and providing finances for the extension of team 1 mission.

Payments to Suppliers: The PMU is having difficulty with paying suppliers, as not all Suppliers are readily willing to accept the Vendor Form System and payments their bank accounts. However, suppliers are forced to accept the system, because, the service or goods have already been supplied. Alternatively, to maintain the positive relationship with these suppliers, the PMU has to resort to using personal funds to pay these suppliers and seek re-imburement afterwards.

Sticky Pad Communications: The UNDP continues to respond to official correspondences to the PMU via the use of "sticky pad" attached to the correspondences, this can result in valuable project lessons not being documented, the sticky pad detaching from the document and the reason for its return being lost. Despite protest from the PMU, this method of communication continues.

No.	Item/ Description	Number																																								
1	Number of communities visited	150																																								
2	Number of communities that received first tranche disbursements	81																																								
3	Number of communities visited with no first tranche disbursement	69																																								
4	Number of communities with no disbursement because of banking information problems	9																																								
5	Number of communities without disbursement that require further consultation	20																																								
6	Number of communities visited but Grant agreements not signed	21																																								
7	Number of communities whose first tranche was rejected by the UNDP.	7																																								
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