ICT and E Services for Hinterland Poor and Remote Communities

Project Number: 00094518

2021 Annual Report

(March 2022)

Project Summary	Project Duration: Project Budget: Annual Budget: Annual Expenditure: Cumulative Expenditure: Name of Project Coordinator: Name of Supervisor (Implementing Agency): Name of Resident Representative (UNDP):	30th November,2017- 30th November,2022
		US $ 17,030,752.00
		US $ 3,354,876
		US $ 908,454
		US $ 5,831,036
		Mr. Ronald Harsawack
		Mr. Derrick Cummings Permanent Secretary, Office of the Prime Minister
		Mr. Jairo Valverde
Responsible/Implementing Agency:	**Office of the Prime Minister**	

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Acronyms

AVC	Amerindian Village Council
AWP	Annual Work Plan
BOQ	Bill of Quantities
CDC	Community Development Council
NDMA	National Data Management Authority
GEA	Guyana Energy Agency
GOG	Government of Guyana
HPRC	Hinterland Poor and Remote Communities
ICT	Information and Communications Technology
LCDS	Low Carbon Development Strategy
LOA	Letter of Agreement
LVG	Low Value Grant
LVGA	Low Value Grant Agreement
MOAA	Ministry of Amerindian Affairs
NPTAB	National Procurement & Tender Administration Board
NTC	National Toshaos Council
OPM	Office of the Prime Minister
PMU	Project Management Unit
PV	Photovoltaic
TOR	Terms of Reference
UNDP	United Nations Development Program

Project Background

The ICT Access and E-Services for Hinterland, Poor and Remote Communities Project seeks to provide connectivity and accompanying e-services to 200 Hinterland, Poor and Remote Communities across Guyana. Fostering sustainable development in the Hinterland regions is one of the core priority outcomes of Guyana's Low Carbon Development Strategy (LCDS). A key component in achieving such outcome is the provision of public services and information via the deployment and use of new Information and Communications Technologies (ICTs). The Government of Guyana, working closely with UNDP, has already completed a comprehensive baseline and needs assessment study for Hinterland, Poor and Remote Communities (HPRCs). The study, which included field visits and direct interaction with target communities, has provided deep insights on the core issues such communities are facing and suggested both technologies and business models that could help bring and sustain the services and information that these communities lack at this very moment. While ICTs play a central role in the process, the ultimate goal of the project is to enhance the sustainable human development of HPRCs while promoting the development of a national green economy.

The LCDS has a core pillar aimed at promoting Hinterland and Amerindian development. This development pillar in turn has four components:

1. Hinterland renewable energy promoting the use of solar and other renewable technologies.
2. The Amerindian Development Fund (ADF) which fosters local socio-economic development of such communities.
3. The Amerindian Land Titling project
4. This project which promotes the use of new Information and Communication Technologies (ICTs) to foster human development.

Guyana has benefited from the rapid development of modern ICTs. The country first hooked up to the global internetwork in 1997. That same year, it also opened the first public site in Georgetown that offered free Internet access and ICT training to those living in the Capital city. By 2007, the number of mobile subscribers in the country was five times larger than that of Internet users. But Internet access started to take off soon thereafter. Today, close to 40% of all Guyanese are using the Internet, while mobile subscriptions have reached 80% penetration, according to some accounts.

The use of ICTs in government, or e-government, emerged as a practice field at the end of the last century. Drawing from the early experiences of e-commerce, public administrations started to develop e-government strategies to harness the potential benefits of ICTs. The core idea was

to promote the efficiency and effectiveness of public administrations, as well as foster their transparency and accountability.

More recently, engaging citizens and stakeholders in policy and decision-making processes using new technologies, or e-participation, also became viable, and a key pillar to promote and strengthen democratic governance processes. Recent evidence and research suggest that involving stakeholders in development decisions has a positive impact on development outputs and outcomes.

The Guyanese Hinterland, while sparsely populated, comprises almost 70% of the total area of the country and includes four of its ten administrative regions: Barima-Waini (region 1); Cuyuni-Mazaruni (region 7); Potaro-Siparuni (region 8); and Upper Takutu-Upper Essequibo (region 9).

Needless to say, poor and remote populations are also part of the Hinterland regions. According to the 2016 UNDP Caribbean Human Development Report, 18.6% of Guyana's population lives in poverty and that ratio has been decreasing in the last few years. Poverty is not by any means limited to specific geographic regions but tends to be more pervasive in rural and remote areas. By the same token, remote areas or communities are not defined in terms of distance or location vis-a-vis urban or economic centers. Rather, remote areas are those that have little access to roads, communications, telecommunications and basic public services. They could thus be located not only in rural areas but also in large urban centers where such conditions exist and persist.

The project, funded by GRIF, will tackle the issues and challenges highlighted in the previous section by focusing on three pillars:

1. Policy development

2. Access (to both ICTs and public services)

3. Capacity development.

In this project access includes two distinct but closely interrelated elements: access to ICTs and access to public services via ICTs. The former is usually linked to the deployment of ICT infrastructure, including modern wired and wireless telecommunication networks, relevant hardware and software, and interactive networking platforms, among others. Connectivity is one of the prime factors here, and one that is closely connected to the *digital divide*. In general, the deployment of ICT infrastructure is agnostic when it comes to the potential content such infrastructure can carry or support.

For this project however the content running through the ICT pipes is also a critical component. Providing access to public services to HPRCs is indeed one of the core goals of this initiative, and one that will help enhance the human development of such communities and become active participants in democratic governance processes. While this access element also has some

infrastructure, hardware and software requirements, the key issue here is the readiness of the public institutions to deliver services via ICTs. Such readiness also comprises policy, institutional, fiscal and human capacities that need to be in place to ensure services can be provided in digital form where appropriate. In this context, access to e-services is clearly different from ICT access and as such needs to be considered on its own.

One way out of this conundrum is to ensure that ICT access and e-service delivery go hand in hand and are in sync during the implementation phase. This will also facilitate the institutional and fiscal mainstreaming of such e-services in core institutions whose mandates is to furnish them to the public - and not to directly finance and support ICT access or infrastructure development.

Capacity development is a cross-cutting element that has relevance on all of the above. First, capacities of HPRCs will need to be enhanced to ensure they can properly harness the new technologies and effectively use the e-services that are expected to be furnished by this project. Such capacities are not limited to technical abilities but also include functional capacities that will allow community members to use the new technologies to enhance livelihoods and foster democratic participation in governance processes, for example.

The use of ICTs by indigenous peoples deserves special attention and should be seen as a distinct scenario where culture, social structure and existing traditions need to be factored in from the start - thus taking a purely technical approach should thus be avoided at all costs.

On the cultural side, ICTs can be used to help preserve local traditions and languages for example by using multimedia and other digital recording technologies. To make all this happen however, it is essential that community leaders are directly involved in the process of ICT diffusion and have full ownership of the process, while ensuring at the same time that activities and initiatives undertaken directly respond to community demands and priorities - and thus have not been designed and decided elsewhere.

A second critical element of capacity development relates to the provision of e-services. Public institutions do need to take the leap and start changing not only ICT infrastructure but also internal business processes and procedures. Here capacity becomes a multi-dimensional variable that includes fiscal, institutional and human resource components, in addition to ICT elements. Provision of e-services by public institutions is thus not a purely ICT issue. Rather, it is directly linked to existing public service legislation and mandates, as well as to broader efforts to modernize the overall public sector and make it more effective and responsive.

A third and equally important element relates to the fact that most HPRCs lack access to adequate energy resources. Pairing HPRCs ICT access and e-services with sustainable energy technologies is thus a key step that will in turn promote the advancement of a green economy in the country. The provision of green energy technologies not only supports the use of ICT gadgets

and devices but also allows the use other other basic appliances that could be deployed in HPRCs households.

In terms of project implementation, the eGovernment Agency is the national entity with the official mandate of supporting e-government/e-governance policy and strategy design and development, as well as being a key player in the implementation of related project and initiatives. The eGovernment

Agency currently has over 100 staff operating within its five core divisions. The latter include units dedicated to policy development and community support. The eGovernment Agency has also completed a short- and medium-term vision and is currently developing a national e-government strategy and a policy for the use of open-source software in the public sector. The eGovernment Agency, which is now part of MoPT, is thus the national entity that can best implement this project.

The project is being implemented based on Country Office Support to NIM. Said CO support is outlined in a Letter of Agreement (LoA), dated July 9, 2018, which delineates the roles of the Implementing Partner (Office of the Prime Minister) and Partner Entity (United Nations Development Programme). At all times, implementation is based on the policies and procedures of UNDP.

Project Output 1: 108186 - E Governance Policy Environment and Legislation Strengthened

Summary achievement against 2021 Annual Work Plan (AWP) target

Indicator	Annual Output Target (2021)	Summary achievement	Status: *"Fully, Partially, Not Achieved"*
• *Baseline and needs assessment study* • *Public Institutions ICT Mapping*	$199,702	$125,916	Fully Fully
	Overall status		

Description of Results (as per the AWP/pro-doc indicator targets above)

Achievements:

1. ICT Studies completed:

a) **Public Institutional mapping and multi-dimensional capacity assessment of public institutions to deliver eServices**

Executive Summary:

This document is a formal draft Public Institutional Mapping and Multi-Dimensional Capacity Assessment of Public Institutions to Deliver e-Services.

We have tried to consolidate all the data about the public institutions selected as key institutions to deliver e-Services in the future.

Our analysis has proved, that the institutions in Guyana are very different in their capacity to deliver e-Services.

However, we have identified that the Government of Guana (GoG) can change the situation drastically only after sufficient progress is achieved in resolving issues related to the e-Government enablers.

These enablers to improve are:

• IT governance and management for proper governance of GoG ICT agenda.

• Interoperability and secure data exchange allowing securely interexchange data between government institutions.

• *Digital identity (eID) and trust infrastructures providing a trustful information about Guyana citizens.*

• *Open and accessible Base registers: Civil and Vital Statistics (CVRS) register, Business register, Creditinfo registers, Land and Deed registers providing vital and trustful information about key stakeholders and assets of Guyana – people, land, businesses, other assets.*

• *Open and accessible Digital base maps to share between institutions.*

• *Metadata management of government systems – single and trustful catalogue of all GoG information systems and information assets managed there (helps to avoid information duplication and supports data sharing).*

The assessment has proved that there is a lot of potential for digital transformation in Guyana, which needs to be unlocked.

Final report was received and is available for reference.

   b) Assessment of the capacity of the National Data Management Authority to execute e-governance mandate.

Executive Summary:

NRD has been awarded to implement the project 00094518 - ICT ACCESS AND E-SERVICES FOR HINTERLAND, POOR AND REMOTE COMMUNITIES.

This document is a formal draft NDMA assessment report, which provides general assessment of the NDAM as organization and it's capability to execute the mandate.
The key findings and recommendations:

• *We consider NDMA as a very young organization, which has been growing very fast during the last years. A stabilization phase has come and NMDA management is supporting and focusing on increasing maturity of the key processes.*

• *NDMA is executing e-governance mandate, but the current gaps may limit their ability to increase the scope of services provided or amount of customers supported in the future so the corrective actions are needed.*

• *Our recommendations, related to setting up IT governance and management framework, IT strategy, budget and costs management, managing IT service agreements, requests and incidents, strengthening solution identification and build, business continuity, security and the internal control system can be seen as strategic improvements of NDMA to get ready for the increased volume of services provided.*

Since the information, findings, recommendations and insights provided in this report may be sensitive to the National Data Management Authority processes, staff, management and mandate, the classification of the report we recommend to consider as confidential.

Final report was received and is available for reference.

Project Output 2: 108226 - HPR Communities Access to ICTs in place

Summary achievement against 2021 Annual Work Plan (AWP) target

Indicator	Annual Output Target (2021)	Summary achievement	Status: *"Fully, Partially, Not Achieved"*
• *Select and deploy appropriate and affordable ICT infrastructure in HPRCs, including ICT hubs*			**Partially**
• *Develop technical capacities required to run and maintain new ICT infrastructure, software and applications*			**Partially**
• *Design comprehensive technical documentation for newly deployed ICT infrastructure and software*	*$1,583,702*	*$68,193*	**Partially**
• *Develop training and skills building guides on the management, use and maintenance of newly added ICT infrastructure*			**Partially**
Overall status			

Description of Results (as per the AWP/pro-doc indicator targets above)

Achievements

1. Conditional Assessments have been competed in Forty Seven (47) HPRC's with an aim of improving access, connectivity and economic benefits for the areas.

2. Conditional Assessments were carried out to clear idea of the technical, financial, material and other resource challenges and deficits withing the communities and the possible best approach for a PMU/AVC engagement. Forty-seven such assessments were carried out. See annex.

3. The Office of the Prime Minister, in collaboration with the Ministry of Amerindian Affairs, sponsored a four-day Photovoltaic Technicians' Training Programme for hinterland participants from Regions 1-10. The training was led by GSOL Energy Consultants from Denmark. Thirty-four (34) participants were trained and certified. These trained technicians are expected to be first responders within their sub district, to respond and report on any technical issues that may arise with the photovoltaic systems installed within the communities. See annex.

4. Software Activation-Technical proposal to be finalized by the NDMA for submission to the UNDP for procurement. This process saw the activation of the software license as well as the commencement of the deployment of the computers to the hubs. Four Hundred Microsoft Suite Perpetual Licenses were procured.

5. Procurement of photovoltaic and additional materials-requests were submitted to UNDP for the commencement of the processes. The completion of the process saw an acceleration of installation activities.

ICT Installation Activities

ICT Equipment

There was no issuance of laptops, keyboards and laptop locks.

Photovoltaic Equipment Installation

The Guyana Energy Agency (GEA) loaned an Electrician(s) to assist in the installation of the photovoltaic systems, all DSA, transportation, and other cost were covered by the PMU.

Photovoltaic Equipment were installed in the following areas:

Ser	Region	Phase	HPRC	Photovoltaic Installation Status	Date of Commissioning
1	1	1	Huradiah	Completed/Active	13-09-2021
2	1	1	Kumaka	Completed/Active	15-09-2021
3	2	1	Tapakuma	Completed/Active	28-08-2021
4	3	1	Lower Bonnasika	Completed/Active	10-08-2021
5	7	1	Kartabo	Completed/Active	13-10-2021
6	7	1	Karrau	Completed/Active	13-08-2021
7	7	1	Paruima	Completed/Active	11-07-2021
8	8	1	Micobie	Completed/Active	22-08-2021
9	9	1	Kwatamang	Completed/Active	16-09-2021
10	9	1	Annai	Completed/Active	19-10-2021
11	9	1	Surama	Completed/Active	17-10-2021
12	7	1	Warawatta	Completed/Active	24-11-2021
13	7	1	Waramadong	Completed/Active	23-11-2021
14	1	1	Warapoka	Completed/Active	20-11-2021
15	10	1	Rockstone	Completed/Active	01-12-2021
16	10	1	Great Falls	Completed/Active	05-12-2021
17	1	1	Kwebana	Completed/Active	12-12-2021
18	9	1	Kumu	Completed/Active	15-12-2021

This installation included the mounting of fifteen (15) two hundred and fifty (250) Watt Solar Modules. Digital Inverter, Lightening Protection, Power Cube, DC Disconnect, Main and Distribution Panels.

Training Activities

A Training Program for the operation and maintenance of the Photovoltaic system was conducted. This reached Thirty-Five (35) community members for the different regions across Guyana.

Training content included:

1. System Assembly
   Installing the mounting system and solar PV modules
   Cabling to the inverter
   Connecting batteries and load

2. System Components with specific focus on
   Inverter functionality and role
   Battery functionality and role

3. System limitations as an introduction to functionality
   Power
   Storage
   Energy Generation

4. System Functionality and Parameters
   Understand system parameters and triggers
   Setting parameters if grid is available
   Setting parameters for built in Genset start/stop function
   Equipment needed for eventual bypassing
   Understanding energy flow in a hybrid PV system
   Self Optimization

5. System Monitoring Platform
   Setup, usage, and reporting

6. Troubleshooting
   Alarms
   Day to day fixes
   Fuses
   Manual Bypassing
   System Reboot

Thirty-four men and women from hinterland communities from Regions One to ten, on Thursday afternoon, completed a four-day photovoltaic technician training exercise, facilitated by Danish sustainable energy company GSOL, in a bid to bridge the digital gap between hinterland and coastal communities.

The training, a collaborative effort between the Office of the Prime Minister's Industry and Innovation Unit, and the Ministry of Amerindian Affairs, kicked off on Monday and saw participants learning how to install, maintain and troubleshoot the solar PV (photovoltaic) system, which converts the sun's radiation, in the form of light, into usable electricity.

The training falls under the OPM's Information Communication Technology (ICT) Access and Services for Hinterland Poor and Remote Communities Project, and is part of a much larger project for connectivity, totaling 17M USD.

See Annex for Listings

Project Output 3: 108227 - Public eService and Information readily available to HPRCs

Summary achievement against 2021 Annual Work Plan (AWP) target

Indicator	Annual Output Target (2021)	Summary achievement	Status: *"Fully, Partially, Not Achieved"*
• *Deploy quick win initiatives focused on security, participation, e-learning and sustainable livelihoods* • *Identify relevant and/or additional ICT infrastructure and platforms required to make services available on line*	$1,189,702	$0	**Not Achieved** **Not Achieved**
Overall status			**Not Achieved**

Description of Results (as per the AWP/pro-doc indicator targets above)

Deliverables for this out were not achieved, since much efforts and emphasis was placed on ensuring ICT access is first in place within the HPRCs. This is the basis for any engagements or accesses to eservices or platforms.

Project Output 4: 108227 - Public eService and Information readily available to HPRCs

Summary achievement against 2021 Annual Work Plan (AWP) target

Indicator	Annual Output Target (2021)	Summary achievement	Status: *"Fully, Partially, Not Achieved"*
• *Preservation and diffusion of local culture and traditions of indigenous communities using old and new ICTs*	*$149,702*	*$255*	**Not Achieved**
Overall status			**Not Achieved**

Description of Results (as per the AWP/pro-doc indicator targets above)

Initially meetings and needs assessments were conducted with the Ministry of Amerindian Affairs. Both the OPM and the MoAA has agreed in principle in having the activity concluded in the new year.

Project Output 5: 98669 - Project Management

Summary achievement against 2021 Annual Work Plan (AWP) target

Indicator	Annual Output Target (2021)	Summary achievement	Status: *"Fully, Partially, Not Achieved"*
• *Project team, management and operations, HPRC support, communications, documentation, knowledge management*	*$316,935*	*$389,877*	**Fully Achieved**
Overall status			

Description of Results (as per the AWP/pro-doc indicator targets above)

Achievements

To facilitate the implementation of LVG for the completion of the minor works, the following were reviewed/repeated/updated:

1. A Harmonized Assessment of Cash Transfer (HACT) was administered to the Office of the Prime Minister by the Audit Office of Guyana. The overall risk assessed was considered Low.

The prior HACT Assessment of the Implementing Partner was undertaken in 2017 and therefore an updated assessment was done in 2021.

Key findings: each of the areas as well as overall rating are 'Low Risk'. However, some specific questions received 'moderate' or 'high' risk rating. An assurance plan was developed for the moderate to high-risk items in consultation with the Project Management Unit.

2. A Partner's Capacity Assessment for On-Granting. The overall risk assessed was considered Low.

This was done by UNDP in consultation with Implementing Partner. It examined the Partner's capacity in: Programme/Project Management and On-Granting

Key findings: Risk rating in both cases are low. The assessment is built on systems/mechanisms in place for implementation of LVG under the project. Given the level of experience of

Implementing Partner in grant making, lessons learnt from piloting will be instructive for scaling up to the other 168 communities. Recommendations for capacity building in the PMU are provided.

3. A Risk Register Assessment was conducted.

Key updates include risk and mitigation measures in relation to: COVID 19 pandemic and accompanying containment measures; Access to materials in building works in communities; Security to buildings and materials, especially during execution of minor works; and Vulnerability to natural disasters – in the context of recent floods.

4. Social and Environmental Screening was conducted:

The SES examined risks in relation to: human rights; gender equality and women's empowerment; sustainability and resilience; accountability; biodiversity conservation and sustainable natural resources management; climate change and disaster risks; community health, safety and security cultural heritage; displacement and resettlement; Indigenous Peoples; labour and working conditions; and pollution prevention and resources efficiency.

Key findings: Screening at project design did not include minor works/retrofitting/re-modelling of buildings. Hence, screening was updated to include these. Given that works are not expected to be on a large scale, overall categorization remains low risk.

5. Advances received from the UNDP by the PMU and expended by the NDMA in the year 2018 and 2019 to the value GYD $ 4,819,000 was finally cleared by the PMU. This process has been ongoing for the several months. These advances were pending and affected the ability for the PMU to issue cheques and make field payments. All payments were made through the UNDP as direct payments.

6. A New Bank Account was activated; approvals were granted by the Accountant General as well as the Bank of Guyana. The account became active as at 13th September 2021. The previous account under the Ministry of Public Telecommunications has been reconciled and closed.

Project Procurement Activities

There were 15 procurement actions utilizing the Micro Canvassing methodology.

There were 0 procurement actions utilizing the Request for Quotations methodology.

There were 1 procurement over USD $5000 completed by the UNDP.

Vendor	Item	GYD Cost	Date
Gafson Industries Limited	Non-Electrical Equipment	$8,930,459	15/10/2021
	Electrical Fittings	$8,047,242	15/10/2021
	Specialized Electrical Equipment	$15,443,543	15/10/2021

Grants

Grants were issued to AVCs/CDCs to facilitate the construction/retrofitting of the ICT Hubs within the communities. These grants were issued after the signing of a grant agreement between the AVC/CDC and the OPM. Funding was released in tranches based on mobilization and completed verified works by the AVCs. Below are details of un-granting activities.

Date Posted	Vendor Name	GYD Amount	USD Amount
16-Nov-21	AGATASH COMMUNITY DEVELOPMENT COUNCIL	750,000.00	3,604.04
27-Nov-21	BARAMITA VILLAGE COUNCIL	1,150,000.00	5,526.19
27-Nov-21	BATAVIA VILLAGE COUNCIL	1,160,000.00	5,574.24
16-Nov-21	BETHANY AMERINDIAN VILLAGE COUNCIL	1,685,000.00	8,097.07
8-Dec-21	CAMPBELLTOWN VILLAGE COUNCIL	700,000.00	3,358.93
16-Nov-21	CARIA CARIA COMMUNITY COUNCIL	1,825,000.00	8,769.82
16-Nov-21	DAGG POINT VILLAGE COUNCIL	880,000.00	4,228.74
27-Nov-21	HURADIAH AREA COUNCIL	720,000.00	3,459.88
16-Nov-21	KABAKABURI VILLAGE COUNCIL	1,000,000.00	4,805.38
8-Dec-21	KABURI VILLAGE COUNCIL	1,775,000.00	8,517.27
11-Dec-21	KAMARANG VILLAGE COUNCIL	1,100,000.00	5,278.31
16-Nov-21	KARTABO COMMUNITY	800,000.00	3,844.31

Date	Council	Amount	USD
28-Nov-21	KUMAKA AREA VILLAGE COUNCIL	757,500.00	3,640.08
26-Nov-21	KWATAMANG VILLAGE COUNCIL	1,200,000.00	5,766.46
16-Nov-21	LALUNI COMMUNITY DEVELOPMENT COUNCIL	1,500,000.00	7,208.07
24-Dec-21	MERIWAU VILLAGE COUNCIL	840,000.00	4,030.71
16-Nov-21	MICOBIE VILLAGE COUNCIL	700,000.00	3,363.77
17-Nov-21	MORAIKOBAI VILLAGE	760,000.00	3,652.09
29-Nov-21	NAPPI VILLAGE COUNCIL	820,000.00	3,940.41
26-Nov-21	PARUIMA VILLAGE COUNCIL	1,950,000.00	9,370.49
16-Nov-21	PRINCEVILLE VILLAGE COUNCIL	2,000,000.00	9,610.76
27-Nov-21	RINCON AREA COUNCIL	723,000.00	3,474.29
16-Nov-21	RIVER VIEW VILLAGE	1,450,000.00	6,967.80
16-Nov-21	SANTA ARATACK VILLAGE COUNCIL	1,600,000.00	7,688.61
26-Nov-21	SAXACALLI COMMUNITY DEVELOPMENT COUNCIL	1,870,000.00	8,986.06
26-Nov-21	SHULINAB VILLAGE COUNCIL	1,300,000.00	6,247.00
16-Nov-21	SIPARUTA VILLAGE COUNCIL	1,800,000.00	8,649.69
16-Nov-21	ST CUTHBERT S VILLAGE COUNCIL	1,400,000.00	6,727.53

17-Jan-22	ST CUTHBERT S VILLAGE COUNCIL	1,000,000.00	4,798.46
18-Nov-21	ST DENY S VILLAGE COUNCIL	1,000,000.00	4,805.38
26-Nov-21	ST MONICA KARAWAB VILLAGE COUNCIL	1,200,000.00	5,766.46
26-Nov-21	SWAN AMERINDIAN COMMUNITY	1,300,000.00	6,247.00
26-Nov-21	WARAMADONG VILLAGE COUNCIL	1,150,000.00	5,526.19
		39,865,500.00	**191,531.49**

Financial Summary

Output		Project Budget	Year				Total Expenditure
			2018	2019	2020	2021	
Output One - E Goverance Policy Environment and Legislation Strengthened	108186	$ 2,272,750	$ 584,122	$ -	$ 2,750	$ 125,916	$ 712,788
Output Two - HPR Communities Access to ICTs in Place	108226	$ 8,711,084	$ -	$ -	$ 3,530,817	$ 307,380	$ 3,838,197
Output Three - Public eService and Information readily available to HPRCs	108227	$ 1,569,000	$ -	$ 1,042	$ 2,597	$ -	$ 3,640
Output Four - Capacity to HPRC to use ICT and access eServices enhanced	108283	$ 1,410,000	$ -	$ -	$ -	$ 255	$ 255
Output Five - Project Management	98669	$ 3,067,109	$ 10,990	$ 379,140	$ 411,124	$ 474,903	$ 1,276,157
Total		**$ 17,029,943**	**$ 595,112**	**$ 380,182**	**$ 3,947,288**	**$ 908,454**	**$ 5,831,036**

Annexed are the Combined Delivery Report (CDR) as at December 31st 2021.

Staffing

Current staffing and appointments

1. Project Manager
2. Project Administrative Assistant
3. Engineer
4. Procurement Officer
5. Financial Officer
6. Drivers (3)

Ser	Designation	Name	Date of Re-Appointment (2021)
1	Project Manager	Ronald Harsawack	Employed 20 August 2021
2	Engineer	Jermey Jacobus	Employed 1 September 2021
3	Project Administrative Assistant	Selina Premsukh	Employed 23 July 2021
4	Finance Officer	Odinski Williams	Employed 6 August 2021
5	Finance Specialists	Terrence McKenzie	Employed 15 July 2021
6	Procurement Officer	Rhea Shaw	Employed 16 September 2021
7	Procurement Specialists	Desmond Leitch	Employed 25 May 2020
8	Driver	Roger Bailey	Employed 29 October 2021
9	Driver	Paul Persaud	Employed 29 October 2021
10	Driver	Phillip Vanlewin	Employed 29 October 2021

The Project Board approved the following positions and recruitment was conducted for the following:

1. Clerk of Works
2. Electrician

Ser	Designation	Name	Date of Re-Appointment (2021)
1	Clerk of Works	Navindra Lall	Employed 20 December 2021
2	Electrician	Julian Cole	Employed 22 November 2021

Project Board

The composition of the Project Board is as follows:

Ser	Name	Organization
1	Nicola Namdeo	Ministry of Business and Tourism
2	Omkar Lochan	Ministry of Natural Resources
3	Representative of the Permanent Secretary	Ministry of Health
4	Phillip Mingo	Ministry of Education
5	Jason Fraser	Office of the President
6	Christopher Deen	National Data Management Authority
7	Paul Pierre	National Toshao's Council (Chair)
8	Neil Bacchus	Indigenous People's Commission (Chair)
9	George Stanley	Representative from PRCs: Berbice
10	Kadar Persaud	Representative from PRCs: Essequibo
11	Jamal Bagot	Representative from PRCs: Demerara
12	Jairo Valverde	United Nations Development Programme – Resident Representative
13	Prime Minister Mark Phillips	Office of the Prime Minister
14	Roger Rogers	Ministry of Local Government and Regional Development
15	Dharamdai Gulchand	Ministry of Finance
16	Nikolaus.Oudkerk	Office of the Vice President – PMO
17	Besham Ramsaywack	Ministry of Amerindian Affairs
18	Peter Persaud	The Amerindian Action Movement of Guyana (TAAMOG)
19	Mary Valenzuela	Guyanese Organization of Indigenous Peoples (GOIP)
20	Michael Mc Garrel	Amerindian People's Association (APA)
21	Derrick Cummings	Office of The Prime Minister - Permanent Secretary

The Project Board met as follows:

Meeting 1 - Friday 5th March 2021
Office of the Prime Minister
Meeting 2 – Wednesday 8th September 2021
Arthur Chung Conference Centre, Liliendaal

Project Board Decisions:

The following were ratified by the Project Board.

April 2021

Area	Decision to be made	Rational	Attachment
Phase Two Activities Civil Works	Inclusion of St Monica, Pomeroon River as part of phase two civil work activities.	St Monica, remains the only outstanding HPRC within region 2 to commence civil works. Logistically and financially it is prudent to have this HPRC included in the current list of approved HPRCs, in order to maximize on the current oversight and monitoring being done by the Engineers while in the region 2 area.	
Implementing Partner Name Change	Change of name on the project documentation from Ministry of Public Communication to Office of the Prime Minister	Due to changes of the scope and name of the Ministry, the ICT Access and eServices now comes under the operation and control of the Office of the Prime Minister, Republic of Guyana.	

September 2021

Area	Decision to be made	Rational	Endorsed
	Creation and filling of the positions Electricians (2)	With 170 sites to be fitted and commissioned with PV systems, the current capacity of the PMU I limited. The two additional positions aid tremendously in delivery acceleration. See attachment for the original and proposed revised Project Organizational Chart.	
UNDP's oversight of Minor Works/retrofitting/remodeling of Hubs	Procurement of Consultant to provide Engineering Services to UNDP	Review of drawings, BOQs and estimates are currently being supported remotely by UNDP HQ Engineers (at no cost to the project). For oversight of implementation, an Engineer will need to be engaged under the project as minor works/retrofitting/remodeling of the hubs is not covered in the existing costing arrangement with UNDP.	

Annex

ICT Access and eServices for HPRC Project – Revised Annual Work Plan – September - December 2021

EXPECTED OUTPUTS	5 YEAR WORK PLAN ACTIVITY REFERENCE	PLANNED ACTIVITIES	Q1	Q2	Q3	Q4	RESPONSIBLE PARTY	FUNDING SOURCE	BUDGET DESCRIPTION	PLANNED BUDGET / PLANNED EXPENDITURE
Output 1 (108186): E-government policy environment and legislation strengthened	1.1 Baseline and needs assessment study									
	1.2 Public institutions ICT Mapping									
Baseline: • *No government ICT mapping study is available*	1.3 Comprehensive capacity assessment of eGovernment Agency									
• *Draft e-government strategy being developed*	1.4 National e-government strategy and implementation roadmap									
• *Open source policy in draft*	1.5 Government Interoperability Framework									
• *Cybersecurity policy in draft Indicators:*	1.6 Cybersecurity, broadband and Open Source strategies									
• *Policy documents completed* • *Policy documents approved by GoG* • *Policy documents approved by the legislature if required*	1.7 Other relevant policies including data protection, privacy, e-commerce									
Targets/Year 1 • *Baseline and needs assessment study* • *Government ICT mapping study* • *Capacity assessment of eGovernment Agency*	1.8 Revision, adjustment of policies									
• *e-government strategy and implementation roadmap* *Year 2* • *Government interoperability policy* • *Broadband strategy* • *Cybersecurity policy* • *Open source policy* • *Other relevant policies on data protection, privacy, e-commerce, etc.*										
Output 1 Sub-Total									$	$ -
Output 2 (108226): HPR communities (HPRCs) access to ICTs in place.	2.1 Select and deploy appropriate and affordable ICT infrastructure in HPRCs, including ICT hubs	2.1.1 Remodelling, rehabilitation and retro fitting ICT hubs in HPRCs					OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 700,000

EXPECTED OUTPUTS	5 YEAR WORK PLAN ACTIVITY REFERENCE	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	FUNDING SOURCE	BUDGET DESCRIPTION	PLANNED BUDGET PLANNED EXPENDITURE
			Q1	Q2	Q3	Q4				
Baseline: • 20% of people in HPRCs have access to ICTs • 14 ICT hubs deployed in HPR areas **Indicators:** • % of people in HPRCs with access to ICTs, disaggregated by age and gender **Targets:** Year 1: 25% of people in HPRCs with ICT access Year 2: 50% of people in HPRCS with ICT access, disaggregate by age and gender **Indicator 2:** Year 1: 20 ICT hubs deployed Year 2: 70 ICT hubs deployed • Number of ICT hubs deployed in HPR areas		2.1.2 Transport ICT equipment to HPRCs					OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 150,000
		2.1.3. Install, test and commission ICT equipment in HPRCs					OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 50,000
		2.1.4. Procure all necessary materials needed for installation of ICT equipment					OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 250,000
		2.1.5. Storage, transporting(vehicle & Labor) and securing of all project equipment			(highlighted)		OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 2,000
		2.1.6. Conditional assessment on the level of existing infrastructure, technical capacity and market factors within the HPRCs					OPM/UNDP	GRIF	74120-Capacity Assessment	$ 40,000
		2.1.7. Procurement of ICT transmission equipment and/or services for the HPRCs			(highlighted)	(highlighted)	OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 1,100,000
	2.2 Develop technical capacities required to run and maintain new ICT infrastructure, software and applications	2.2.1. Conduct training for 1 person per HPRC for the operations, maintenance and management of new ICT software and Hubs				(highlighted)	OPM/UNDP	GRIF	75709-Learning -Training of Counter	$ 100,000
		2.2.2. Conduct training as per sub district for persons in the maintenance of ICT infrastructure and software				(highlighted)	OPM/UNDP	GRIF	75709- Learning -Training of Counter	$ 12,000
	2.3 Design comprehensive technical documentation for newly deployed ICT infrastructure and software	2.3.1 Hire of Trainer of Trainers and create appropriate manuals				(highlighted)	OPM/UNDP	GRIF	75709- Learning -Training of Counter	12,000

EXPECTED OUTPUTS	5 YEAR WORK PLAN ACTIVITY REFERENCE	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	FUNDING SOURCE	BUDGET DESCRIPTION	PLANNED EXPENDITURE
			Q1	Q2	Q3	Q4				
	2.3.2. Hire of Trainers and create the appropriate manuals						OPM/UNDP	GRIF	75709- Learning - Training of Counter	$ 12,000
2.4 Develop training and skills building guides on the management, use and maintenance of newly added ICT infrastructure	2.4.1 Provide tool kit for ICT Technicians						OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 3,000
	2.4.2 Provide tool kit for Solar Technicians						OPM/UNDP	GRIF	72300-Hub Equipment Goods and Accessories	$ 3,000
Output 2 Sub-Total									$	2,434,000
Output 3 (108227): Public e-services and information readily available to HPRCs
Baseline:
• HPRCs have no access to public e-services information resources are currently available online
• Few government services and public information resources are currently available online
Indicators:
1. % of people in HPR areas using e-services, disaggregated by age and gender
2. Number of online services offered by public institutions
3. Percentage of public institutions with online presence offering access to relevant information.
Targets:
Year 1: 5% HPR population accessing e-services (quick wins result)
Year 2: 30% HPR population accessing e-services, disaggregated by age and gender
Indicator 2:
Year 1: 5 public e-services available (quick wins result)
Year 2: 45 public e-services available
Indicator 3:
Year 2: 10% public entities with interactive web portals
Year 2: 35% public entities with interactive web	3.1 Deploy quick win initiatives focused on security, participation, e-learning and sustainable livelihoods	3.1.1 Implement quick win initiative				▓	OPM/UNDP	GRIF	75710-Participation of counterparts	$ 40,000
	3.2 Undertake multi-dimensional capacity assessment of public institutions that will offer e-services, identifying gaps and bottlenecks									
	3.3 Assess and redesign business processes, and develop complementary change management processes									
	3.4 Identify relevant and/or additional ICT infrastructure and platforms required to make services available on line									
	3.5 Design training and retraining guides for public servants to support the transition to e-services and ensure long term sustainability									
	3.6 Launching of e-services, supported by communication and media campaigns for wide dissemination and stakeholder uptake									
Output 3 Sub-Total									$	40,000

EXPECTED OUTPUTS	5 YEAR WORK PLAN ACTIVITY REFERENCE	PLANNED ACTIVITIES	Q1	Q2	Q3	Q4	RESPONSIBLE PARTY	FUNDING SOURCE	BUDGET DESCRIPTION	PLANNED EXPENDITURE
Output 4: Capacity of HPRCs to use ICTs and access e-services enhanced Baseline: • HPRCs have limited ICT skills • HPRCs have no access to online public information • HPRCs have limited role in locally managing ICTs • HPRCs have limited access to multimedia hardware and tools	4.1 End user capacity building to ensure stakeholders in HPR communities can effectively access and use ICTs and the e-services being offered									
	4.2 Overall access to information, including cross-sectoral sustainable practices and green technologies (not limited to ICTs) for community members									
Indicators: 1. % of HPR people trained in ICT use including relevant ICT platforms, disaggregated by gender 2. % of HPRCs locally harnessing ICT access and e-services	4.3 HPRCs directly manage new ICT infrastructure using innovative business models and existing local governance mechanisms									
3. % of HPRCs with access to multimedia tools capturing local content	4.4 Preservation and diffusion of local culture and traditions of indigenous communities using old and new ICTs									
		4.4.1 language preservation and training					OPM/MOAA/UNDP	GRIF	75705- Learning Training of Counter	$ 100,000
Output 4: Sub-Total									$	**100,000**
Output 5 (98669): Project Management Support	Project team, management and operations, HPRC support, communications, documentation, communications, knowledge management	1 Payment of salaries and other benefits to staff and consultant(s)					OPM/UNDP	GRIF	71800 - Contractual services	$ 61,000
		1.a Short term procurement staff					OPM/UNDP	GRIF	71300 - Local Consultant	$ 8,000
		2 Regular Servicing of all vehicles, particularly on return from field missions					OPM/UNDP	GRIF	73400 - Maintenance, operation of transport equipment	$ 5,000
		3 Field Missions, DSA, other Travel					OPM/UNDP	GRIF	71620- Daily Subsistence Allowance Local	$ 20,000
		4 Procurement inclusive of Field, Engineering, Safety and Medical Supplies, Stationery, Printing and Binding, Maps ,Office Furnishings , Cameras, Laptops, Mobile Phone, Web Cameras, Project Shirts, media advertisements					OPM/UNDP	GRIF	72505- Stationery and other office supplies	$ 5,000

EXPECTED OUTPUTS	5 YEAR WORK PLAN ACTIVITY REFERENCE	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	FUNDING SOURCE	PLANNED BUDGET	
			Q1	Q2	Q3	Q4			BUDGET DESCRIPTION	PLANNED EXPENDITURE
		5 Procurement of Fuel and Lubricants for vehicles					OPM/UNDP	GRIF	72311-Fuel Petroleum and other Oils	$ 5,000
		6 Hosting of Project Board meetings. Hosting of inter agency meetings, logistical meetings and NTC and NGO meetings					OPM/UNDP	GRIF		$ 1,500
		Payment of fees UNDP oversight Engineer								$ 7,000
		HACT Spot Check exercise performed by Independent Third-Party								$ 1,600
DPC										$ 84,867
Output 5: Sub-Total									$	198,967
TOTAL OUTPUTS COSTS (1-5)									$	2,773,967
GMS (8%)									$	221,837
TOTAL PROJECT COST									$	2,994,804

Conditional Assessments

Conditional Assessments were conducted in the following communities and formed part of phase 1 of the project activities.

Region	Community	Date of Assessment
7	Agatash	01/05/2021
2	Akawini	07/05/2021
9	Annai	30/10/2021
9	Apoteri	03/11/2021
9	Aranaputa	31/10/2021
1	Baramita	05/08/2021
7	Batavia	02/05/2021
2	Bethany	10/05/2021
1	Cabrora	03/10/2021
8	Campbelltown	30/06/2022
2	Capoey	11/05/2021
3	Caria Caria	14/04/2021
9	Crash Water	02/11/2021
7	Dagg Point	01/05/2021
8	El Paso	30/06/2021
9	Fairview	01/11/2021
9	Fly Hill	05/11/2021
10	Great Falls	23/10/2021
1	Haimacabra	12/09/2021
1	Haimaruni	03/10/2021
9	Hiawa	05/11/2021
1	Huradiah	05/05/2021
10	Hururu	22/10/2021
2	Kabakaburi	08/05/2021
7	Kaburi	30/04/2021
7	Kamarang/Warawatta	13/07/2021
1	Kamwatta	12/09/2021
1	Karaburi	02/10/2021
7	Karatabo	02/5/2021
7	Karrau	29/04/2021
10	Kimbia	22/10/2021
1	Koko	05/06/2021
1	Kumaka	04/06/2021
9	Kumu	07/11/2021
9	Kwatamang	15/06/2021
1	Kwebana	02/10/2021
4	Laluni	23/03/2021

3	Lower Bonasika Creek	15/04/2021
2	Mainstay/Whayka	09/05/2021
10	Malalli	24/10/2021
1	Manawarin	11/09/2021
2	Mashabo	10/05/2021
9	Massara	31/10/2021
9	Meriwau	14/06/2021
8	Micobie	29/06/2021
9	Moco Moco	06/11/2021
1	Mora	03/10/2021
10	Muritaro	24/20/2021
9	Nappi	26/04/2021
6	Orealla	14/06/2021
1	Parakese	12/09/2021
9	Parishara	07/11/2021
7	Paruima	11/07/2021
8	Princeville	30/06/2021
9	Quarrie	06/11/2021
9	Quatata	05/11/2021
9	Rewa	03/11/2021
1	Rincon	05/06/2021
10	Rivers View	01/05/2021
7	Rivers' View	01/05/2021
10	Rockstone	23/10/2021
9	Rupertee	01/11/2021
10	Sand Hills	22/10/2021
3	Santa Aratack	31/03/2021
3	Santa Mission	30/03/2021
1	Santa Rosa & Islands Area	04/06/2021
3	Saxacalli	15/04/2021
9	Shulinab	14/06/2021
6	Siparuta	27/04/2021
4	St. Cuthberts	24/03/2021
2	St. Deny's/Tapakuma	09/05/2021
9	St. Ignatius	02/11/2021
2	St. Monica	08/05/2021
9	Surama	02/11/2021
4	Swan	22/03/2021
4	Tigerbone	24/03/2021
9	Toka	31/10/2021
4	Waiakabra	22/03/2021
1	Wakapoa	07/05/2021
1	Wallaba	02/10/2021

7	Waramadong	12/07/2021
1	Waramuri	10/09/2021
10	Wikki/Calcuni	22/10/2021
10	Wiruni	22/10/2021
9	Wowetta	02/11/2021
9	Yakarinta	20/20/2021
9	Yupukari	07/11/2021

Photovoltaic Technician Training List of Participants

No.	Name	Region	Villages/Organisations
1	Carl Fraser	1	Matthew's Ridge
2	Delon Trotman		Port Kaituma
3	Derek Williams		Kamana
4	Gerron Inniss		Hossoro Hill Mabaruma
5	Teyeal Campbell		Moruca
6	Travis Seecharran		Hossoro Hill Mabaruma
7	Trevon Vieira		Moruca
8	Omesh Sasenarayan	2	
9	Emroy Pearson	3	Mainstay
10	Ithamar Barker		Santa Aratack
11	Prince Phillips	4	St. Cuthbert's Mission
12	Derrick John	5	Moraikobai
13	Indranie Smith		Moraikobai
14	Curtley Alpin	6	Orealla
15	Andel Wilkie	7	Isseneru
16	Morano Williams		Bartica
17	Rockcliffe Henry		Quebenang
18	Michael Pereira	8	Paramakatoi
19	William Peters		Itabac
20	Winston Evans		Mahdia
21	Anthony Antone	9	Sandcreek
22	Daniel Mann		Kwaimatta

23	Japheth Henry		Nappi
24	Jeremy Khan		Karasabai
25	Mabel Captain		Rupertee
26	Pamela Sam		Awarewaunau
27	Quanlow John		Tiger Pond
28	Rodney Winter		Aishalton
29	Yonette Fernandes		Potarinau
30	Deyone Peters	10	58 Miles Mabura
31	Giddeon Hartman		Hururu
32	Adrian Benjamin		UNDP
33	Cyril Ohanwusi		GEA
34	Julian Smith		

Photographs

Photovoltaic Technician Training <mark>Date</mark> and <mark>Place</mark>

Photovoltaic Installation Paruima ICT Hub, Upper Mazaruni Region 7