

**Local Project Appraisal Committee (LPAC) Meeting Minutes for the
Social Justice (SO-JUST) Project**

Friday, 6 January 2023 10:00 am – 12:00 pm via Zoom

Agenda Items

Chair: Denise Antonio, Resident Representative, UNDP

- Welcome & Introductions – Denise Antonio, Resident Representative, UNDP
- Purpose of the Local Project Appraisal Committee Meeting – Stacy-Ann Tomlinson Knox, Programme Specialist, Policy, UNDP
- Presentation of Project– Tania Chambers, Project Writer/Team Lead
- Discussions and Recommendations – Kimberley Wilson, Monitoring & Evaluation Analyst, UNDP
- Decision by LPAC members to recommend approval, rejection, or revision of the proposed project.
- Any other Business and Next Step
- Adjournment

Participants

The following persons participated in the meeting:

Name	Organisation
Denise Antonio, Chair	UNDP
Honourable Minister Delroy Chuck, QC, MP	MoJ
Grace Ann Stewart McFarlane	MoJ
Barbara Scott	PIOJ
Delores Wade	PIOJ
Stacy Ann-Tomlinson Knox	UNDP
Abby-Gale Clarke	UNDP
Kimberley Wilson	UNDP
Deborah Duperly Pinks	GAC
Tania Chambers	Project Writer/Team Lead

Welcome & Introduction

Denise Antonio, the Chair, welcomed all participants to the Social Justice Project, Local Project Appraisal Committee Meeting. Ms. Antonio acknowledged the participation of the project's key partners and reiterated the importance of working together during the implementation of the project.

Remarks

Honourable Minister Delroy Chuck welcomed all in attendance and expressed gratitude to UNDP, Global Affairs Canada (GAC) and all the stakeholders for their interest and contribution to the project development process. He then reiterated the Ministry of Justice's support and confidence in the successful implementation of the project.

Purpose of the Local Project Appraisal Committee Meeting

Stacy-Ann Tomlinson-Knox highlighted the importance of presenting the components of the Project Document to the LPAC and receiving their feedback and endorsement of the project.

Project Overview

Tania Chambers provided an overview of the project. The presentation covered the Project Goal, Outcomes and Outputs, Theory of Change, Result Pathways, Stakeholder Analysis and Targeting, Project Governance,

Management and Administrative Framework, Monitoring and Evaluation Framework, Budget, Gender Equality Mainstreaming and Risk Management.

Discussions and Recommendations

Kimberley Wilson guided the discussion and recommendations presentation, where the LPAC participants were asked to provide their comments and feedback on the project based on key questions asked below.

- **Project Strategy (Outcomes, Outputs, Indicative Activities)**
 1. Does the project's Theory of Change specify how it will contribute to higher level change?

- **Relevance**
 1. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized?
 2. Have knowledge, good practices and past lessons learned of UNDP and others informed the project design?
 3. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national/ regional/ global partners, and other actors?

- **Social and Environmental Standards**
 1. Does the project seek to further the realization of human rights using a human rights-based approach?
 2. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women?
 3. Did the project support the resilience and sustainability of societies and/or ecosystems?

- **Management and Monitoring**
 1. Does the project have a strong results framework (Guidance below)? The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. (All must be true to select this option)
 2. Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board?
 3. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

- **Efficient**
 1. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.
 2. Is the budget justified and supported with valid estimates?

- **Effective**
 1. Have targeted groups been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?
 2. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation and lessons learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?
- **Sustainability and national ownership**
 1. Have national/regional/global partners led, or proactively engaged in, the design of the project?
 2. Are key institutions and systems identified, and is there a strategy for strengthening specific/comprehensive capacities based on capacity assessments conducted?
 3. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?
 4. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?

Decision

The project document was endorsed by all participants of the LPAC, with the understanding that the three recommendations proposed from the meeting will be included in the final project document. The three recommendations are as follows:

- Intermediate Outcomes should be revised to say, “All Jamaicans” and “Including Women and Girls” so it is evident that the project will also include men and boys.
- A clear distinction and explanation of the Courts Records Management System and the Integrated Electronic Case Management System should be outlined in the project document to ensure that persons are clear on what both outputs should accomplish.
- Communication and visibility should be on-going, and the project should have a strong presence in the general public.

The participants then requested additional time to do a final review of the project document, once the recommendations are included. The Chair proposed that the final review should be completed by 27 January 2023. The participants agreed with the date proposed.

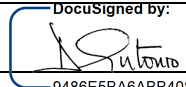
Next Steps

Stacy-Ann presented the upcoming project activities to be done between January – April 2023.

Conclusion

The Chair thanked all persons for participating in the meeting.

Confirmation of Minutes

Organization	Name	Signature
UNDP Jamaica	Denise Antonio	 9486E5BA6ABB408...