



**MILLENNIUM  
CHALLENGE  
ACCOUNT  
VANUATU**

Reducing poverty through improved infrastructure

**MCA-VANUATU WORK PLAN  
JANUARY TO JUNE 2010**

Item	Actions & Targets	Responsible Persons	Timelines
<b>A. DESIGN &amp; BUILD CONTRACT</b>			
Design and Build Works	<ul style="list-style-type: none"> <li>Complete a further 25 km (including Klehms Hill) Efate Ring Road and 31km on the SECR.</li> <li>Complete a further 20 % of works on the Efate Ring Road and a further 75% of works on the Santo East Coast Road.</li> <li>Set and monitor achievement of MCA-V's disbursement targets for the D&amp;B Contract. Disburse US\$8.3 m from MCC funds and NZ\$3.5 m from NZAID funds.</li> <li>Continue monthly reports of progress against schedule and budget for SC, identifying issues and risks and recommending actions.</li> <li>QCPP Senior Site Supervisor to be based on Santo to support Ambatha. Hans to visit Santo at least monthly.</li> <li>Ensure cadastral work on Santo is completed.</li> <li>Continue to ensure coral payment royalties (Santo and Efate) are paid in a timely manner.</li> <li>Ensure relocation of any utilities on ROW.</li> <li>Strengthen risk management for the sub-projects. Audit and report on current arrangements for the Project Management and Control System (PMCS). Report any critical issues, risks, weaknesses, and present recommendations to the SC and MCC.</li> <li>Finalize D&amp;B contract issues including liability limitations, and defects liability period as part of MCA-V's Compact Closure Plan.</li> <li>Monitor MCA-V's processing of RAP/ RfAs to avoid breach of contract.</li> <li>Improve tracking and reporting systems at MCA-V generally, including for work-plans and implementation of Road Safety Campaign.</li> <li>Plan and implement successful road handover ceremonies of first sections of ERR and SECR in last week of January.</li> <li>Plan handovers of further sections of ERR (Sections 4 &amp; 5) and SECR (Sections B1 &amp; B2) to coincide with Vanuatu's 30<sup>th</sup> Independence Celebrations.</li> </ul>	<p>PMA</p> <p>PMA</p> <p>PMA</p> <p>PMA</p> <p>PMA</p> <p>PMA PMA PMA</p> <p>PMA</p> <p>PMA</p> <p>PMA</p> <p>PMA &amp; PD &amp; ESIs</p> <p>PMA &amp; PD</p> <p>PMA &amp; PD</p>	<p>June 2010.</p> <p>June 2010.</p> <p>January to June 2010.</p> <p>Monthly.</p> <p>By early January. January. Quarterly.</p> <p>By February.</p> <p>March.</p> <p>February.</p> <p>Ongoing.</p> <p>January.</p> <p>January.</p> <p>May- July.</p>
<b>B. ESR</b>			
Environmental, Social, Resettlement, and Permits.	<ul style="list-style-type: none"> <li>Finalize division of responsibilities between the two ESI Officers (tentatively Jason with Santo and Catherine with Efate).</li> <li>Update Goodwill Entitlement Table.</li> <li>Provide up to date master list of all RAP consents and ensure this is copied to MCC-V, Engineer, DEW, and others as required.</li> <li>Improve MCA-V document control and access for all Environmental, Social and Resettlement requirements, including grievance procedures.</li> <li>Ensure all ESA/EMP/RAP reports and notes of consultations on the website.</li> <li>Work with Lands to resolve any land acquisition issues and</li> </ul>	<p>PD</p> <p>ESI Officers ESI Officers</p> <p>ESI Officers</p> <p>ESI Officers</p> <p>ESI Officers and</p>	<p>January.</p> <p>February. January.</p> <p>March and then ongoing.</p> <p>Early Feb. &amp; then ongoing. Urgent and no</p>

	<p>ensure timely payment of compensation as per the GET and GOV legislation. Resolve urgently any backlog of Goodwill Entitlement agreements.</p> <ul style="list-style-type: none"> <li>• Ensure that the IEA with DoA is in place and is being implemented to comply with the D&amp;B contract and OP4:12.</li> <li>• Implement Consultation Strategy and monitor and report on strategy in Quarterly Narrative Reports ((QNRs).</li> <li>• Follow-up ESRS training for Efate and Santo teams as required and at least once during period. Strengthen communications, understanding and compliance and monitoring and reporting against RAP and EMP.</li> <li>• Input into QCPP's Environmental Specialist's January-June 2010 work schedule and liaise on priorities. Ensure continued monitoring of special cases: Undine Bay, Burea River, Nitchiku plantations, Hog Harbor culvert outfall.</li> <li>• Monitor all permits and renew as required.</li> <li>• Complete PEAs for any new quarries identified by Downer.</li> <li>• Facilitate Road Safety Campaign through a whole of GoV approach. Recommend strategies to enhance traffic safety awareness and monitor and report results.</li> <li>• Act as MCA-V's Liaison Officer with the website developer to ensure that items are presented on time to go onto the website and to support the strengthening of the website.</li> <li>• Implement and report progress against the MCA consultation plan.</li> <li>• Strengthen MCA inputs and approval procedures for weekly media update.</li> <li>• Identify and write-up "success stories" for inclusion in MCC's publications and the Annual Report and for local use.</li> </ul>	<p>PD</p> <p>ESI Officer 1</p> <p>ESI Officers</p> <p>ESI Officers</p> <p>ESI Officers</p> <p>ESI Officers</p> <p>ESI Officers ESI Officers ESI Officer 1 &amp; PD</p> <p>ESI Officer 2</p> <p>ESI Officers</p> <p>ESI Officers</p> <p>ESI Officer 1 with PD &amp; MCA team</p>	<p>later than Feb.</p> <p>January.</p> <p>Quarterly.</p> <p>No later than May.</p> <p>Monthly.</p> <p>As required. As required. Urgent throughout period. Ongoing.</p> <p>Feb 2010.</p> <p>Ongoing priority. Ongoing priority.</p>
<b>C. PROCUREMENTS</b>			
Procurements:	<ul style="list-style-type: none"> <li>• Complete contractors' performance reports including improvement strategy.</li> <li>• Implement / monitor contractors' performance improvement strategy.</li> <li>• Procure M&amp;E requirements</li> </ul>	<p>PD and PMA</p> <p>PMA and PD</p> <p>M&amp;E Officer and PA.</p>	<p>Jan 2010</p> <p>Report in quarterly QNRs. As per M&amp;E Plan</p>
<b>D. IEAs, AGREEMENTS &amp; SPA</b>			
FA	<ul style="list-style-type: none"> <li>• Undertake a review of the FA performance.</li> <li>• Monitor performance and report in QNRs and ASR.</li> <li>• Strengthen MCA's financial management and liaison with FA.</li> <li>• Develop financial aspects of Compact Closure Plan.</li> <li>• Implement financial aspects of Compact Closure Plan.</li> </ul>	<p>PD and MCC</p> <p>PD</p> <p>FMO</p> <p>FA and FMO</p> <p>FA &amp; FMO</p>	<p>By March. Quarterly. Ongoing. End January. Ongoing.</p>
PWD	<ul style="list-style-type: none"> <li>• Work with GoV to resolve recent issues re PWD Director position and PWD engagement with Compact.</li> <li>• Achieve MCC 'no objection' to documented recommendations and process of appointing ESU positions not yet finalized.</li> <li>• Liaise with PWD to prepare report on how PWD strengthening objective has been achieved, in preparation for USIG audit. Simplify and strengthen arrangements, focusing on sustainability. Monitor and report on compliance in each QNR and ASR.</li> </ul>	<p>PD</p> <p>PD</p> <p>PD &amp; PMA</p>	<p>Jan 2010.</p> <p>Jan 2010.</p> <p>April 2010.</p>
State Law Office	<ul style="list-style-type: none"> <li>• Finalize and execute IEA.</li> <li>• SLO to review Compact Closure Plan and work with MCC's OGC during visit early 2010.</li> <li>• Monitor performance and report in QNRs and ASR.</li> </ul>	<p>PD</p> <p>PD and SLO</p>	<p>Jan 2010. By end Jan 2010. Quarterly and annually.</p>
Shefa and Sanma Provincial Councils	<ul style="list-style-type: none"> <li>• Monitor IEAs, and report progress in QPR and ASR.</li> <li>• Liaise with Provinces re handover ceremonies.</li> </ul>	<p>PD</p>	<p>Ongoing.</p>

IEA Customs	<ul style="list-style-type: none"> <li>Resolve paperwork and approvals for the replacement of Customs/VATS officers.</li> <li>Monitor and report progress in the QNRs and ASR.</li> </ul>	PD and FMO	Jan 2010. Quarterly.
IEA Lands	<ul style="list-style-type: none"> <li>Monitor and report progress in the QNRs and ASR.</li> </ul>	PD & ESI Officer	Quarterly.
IEA NSO	<ul style="list-style-type: none"> <li>Monitor and report progress in the QNRs and ASR.</li> </ul>	M&E Officer	Quarterly.
<b>E. DRPs and Reports</b>			
DRP for Jan – March 2010	<ul style="list-style-type: none"> <li>Submitted by 10<sup>th</sup> December and MCC no objection/ response achieved by end December. Respond to MCC letter.</li> </ul>	PD, MCA team, & FA	By early Jan.
DRP for April to June 2010	<ul style="list-style-type: none"> <li>Complete and submit DRP with SC approval.</li> <li>Update FAP and DFP (reviewed against final designs, LSP and schedule.</li> <li>Achieve MCC 'no objection'.</li> <li>Respond to MCC response.</li> </ul>	FMA, PD, MCA team, & FA  PD FMA and PD	By 10 March.  By 30 March.
DRP for July to Sept 2010	<ul style="list-style-type: none"> <li>Complete and submit DRP with SC approval.</li> <li>Achieve MCC 'no objection'.</li> </ul>	FMO, PD, FA, all team PD	Submit by 10 June. By end June.
<b>F. AUDITS</b>			
July – Dec 09 Audit Report	<ul style="list-style-type: none"> <li>Cooperate with audit as per approved audit plan and timetable.</li> <li>Take action, monitor and report on actions taken re the Auditor and IG's comments in a timely manner.</li> </ul>	PD, FMA, & FA PD, FMA, FA	As required.
Audit for Jan to June 2010	<ul style="list-style-type: none"> <li>Ensure audit plan submitted on time.</li> </ul>	Auditors, FA, FMA	Dec 09.
USIG Audit: Vanuatu Program	<ul style="list-style-type: none"> <li>Prepare for and cooperate with USIG Program audit.</li> </ul>	FMA, PD, FA	TBD.
USIG Audit: Achievement of Compact Objectives	<ul style="list-style-type: none"> <li>Prepare for and cooperate with USIG Objectives audit in April-June or July-September quarter.</li> </ul>	FMA, PD, FA	March.
<b>G. MONITORING &amp; EVALUATION</b>			
Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Recruit and orient new M&amp;E Officer.</li> <li>Secure clearance of updated M&amp;E Plan to include all common road indicators and other requirements.</li> <li>Provide technical/administrative oversight for the timely completion of the following procurements, contracts and/or activities to be conducted during the January-June 2010 timeframe as they relate to: <ul style="list-style-type: none"> <li>Household Income &amp; Expenditure Survey</li> <li>National Formal and Informal Sector Survey</li> <li>Tourism Surveys and Expenditure Study <ul style="list-style-type: none"> <li>Develop Tourism Survey work plan and revised survey design</li> </ul> </li> <li>Tourism Statistics</li> <li>Traffic Count Surveys <ul style="list-style-type: none"> <li>Finalize reports of Traffic Count Surveys (no. 2) on Efate and Santo.</li> </ul> </li> <li>Road Condition Survey.</li> <li>Address all gaps in baseline and year to end 2009 data.</li> <li>Ensure new methodology for Accommodation Survey is implemented.</li> </ul> </li> <li>Strengthen Indicator Tracking Table reports.</li> <li>Undertake 3<sup>rd</sup> data quality audit.</li> <li>Draft ToR for final evaluation report procurement,</li> <li>Plan and report on arrangements for 2010 surveys.</li> <li>Prepare for and work with MCC's M&amp;E Director's visit.</li> </ul>	PD and PA M&E Officer  M&E Officer & contracts    M&E Officer & contractor       M&E Officer  M&E Officer & contractor M&E Officer & PA M&E Officer M&E Officer	January. By March 10 DRP January-June.    January.  February.  April. January.  By March 10 DRP. June. February. April. January (or when the M&E Officer is hired).

	<ul style="list-style-type: none"> <li>• Trial at least four stakeholder and beneficiary evaluation meetings and report on and use findings for improvement.</li> <li>• Prepare M&amp;E Compact Close out work plan to coordinate with/input to overall Compact Close Out Plan.</li> </ul>	M&E Officer& ESI Officers M&E Officer, PD, MCC	Ongoing.  January- February
<b>H. GOVERNANCE &amp; ADMINISTRATION</b>			
Strengthen restructured Governance arrangements	<ul style="list-style-type: none"> <li>• Conduct 2 meetings of Stakeholder Committee.</li> <li>• Conduct a strengthening workshop(s) for SC, IEAs and selected others including stakeholder committee members.</li> <li>• SC to meet monthly, with an agreed 2010 meeting schedule.</li> <li>• Strengthen quality and timeliness of SC agendas, issue papers with recommendations, and minutes.</li> <li>• Review and report 2009 SC attendance.</li> <li>• Finalize SC delegations to PD.</li> </ul>	SC and, PD  PD with MCC support PD and SC Chair PD and Admin. Support. PD and AO SC and PD	Late March & June. February.  Monthly. Ongoing.  January. March.
Maintain full complement of MCA Unit staff	<ul style="list-style-type: none"> <li>• Recruit and induct any vacant positions which arise.</li> <li>• Provide planned acting arrangements to cover key staff when on leave.</li> </ul>	PD SC and PD	Promptly. As required.
Implement MCA performance management system	<ul style="list-style-type: none"> <li>• Ensure approved 2009 performance bonuses have been paid.</li> <li>• Formalize 2010 performance plans and targets with all staff. Include requirement to ensure “no fatal flaws” (including fraud and corruption, environmental or social harm, etc.).</li> <li>• Conduct performance review meetings.</li> <li>• Conduct final 2010 performance evaluation.</li> </ul>	PD with SC Chair and MCC	Jan 2010. Feb 2010. June & Nov Dec 2010.
Update Website	<ul style="list-style-type: none"> <li>• Ensure updated MCA-V Website is launched and widely promoted.</li> <li>• Updated website at least fortnightly. Update to include all SC minutes, reports, plans, audits, consultation notes, latest news items, weekly media updates.</li> <li>• Special website feature on road handovers.</li> </ul>	Website developer & PD Website developer and all MCA-V officers. Website developer and ESI Officer 2	Major update by January. Fortnightly.  February.
<b>I. DONOR HARMONIZATION</b>			
Other Donor contributions to MCA subprojects	<ul style="list-style-type: none"> <li>• Implement MCA/ NZAID agreement on funding for Santo East Coast Road.</li> <li>• Liaise with AusAID re harmonization and funding of Ambae, Tanna, and Malekula sub-projects.</li> <li>• Liaise with other donors as requested as part of a whole of GoV. approach.</li> <li>• Liaise with other donors re harmonization re PWD strengthening and infrastructure generally.</li> </ul>	PD and PMA  PD  PD  PD	Ongoing.  Ongoing.  As required.  Ongoing.
<b>J. COMPACT CLOSURE PLAN</b>			
	<ul style="list-style-type: none"> <li>• Engage in additional liaison with MCC’s finance, M&amp;E, and Legal advisors.</li> <li>• Submit Compact Closure plan for SC and MCC approval.</li> <li>• Negotiate final Compact Closure Plan with MCC, and related implementation letter and contractual changes.</li> <li>• Work with PA and contractors to amend staffing and other contracts as agreed.</li> <li>• Implement, monitor, and report on progress against Compact Closure Plan.</li> </ul>	PD, PMA, FMA  PD, PMA, FMA PD, PMA, FMA  PD, PWD, FMA  PD, FMA	January.  End January. End April  April to June,  May ongoing.
<b>K. SECOND COMPACT PLANNING</b>			
	<ul style="list-style-type: none"> <li>• Liaise with the Office of the PM to ensure MCA-V is informed of GoV’s PIP and progress reports.</li> <li>• Support Office of PM in preparing information for MCC Board meetings as required.</li> <li>• Support Office of PM in strategic planning and stakeholder consultations, and due diligence work as required.</li> </ul>	PD and SC  PD and SC  PD and SC	Ongoing.  Jan-March.  March-June 2010 as required.

