



GOVERNMENT OF ANTIGUA AND BARBUDA



## UNDP Project Document

Government of Antigua and Barbuda

Executing Agency: Environment Division, Ministry of Agriculture, Lands, Housing and Environment - Antigua and Barbuda

United Nations Development Programme - UNDP  
Global Environment Facility - GEF

UNDP GEF PIMS no. 5340

### Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda

#### Brief description

The proposed EA project aims to respond directly to the UNCCD COP decisions, i.e. decision 3/COP8 while adopting 10-year strategic plan (the Strategy) urges and recognizes “the need for country parties to align their NAPs” and decision 2/COP9 regarding “alignment of the action programs with the Strategy” calls upon the “affected country parties and other relevant stakeholders to use NAP alignment guidelines as a reference tool for aligning NAPs and other relevant implementation activities with the 5 operational objectives of the Strategy”. The project is also in line with the decision 11/COP10 which Urges Parties to access the GEF funding for enabling activities (including NAP alignment and reporting/review process) to meet their obligations under the UNCCD, either (a) through a GEF agency, (b) via direct access or (c) under an umbrella project. This proposal is for securing GEF funding under the Land Degradation EA “through a GEF agency” for aligning Antigua and Barbuda NAP and improving reporting and review processes. Specifically, the project will facilitate the country to, amongst other things: (1) Articulate a shared vision and targets for reducing land degradation and selected climate risks to sector and national development goals; (2) Builds the “public sphere” around a single investment and policy dialogue across sectors and partners; (3) Improves and integrates investment programming and design, based on current, planned, pipelined investments – funding gaps; (4) Identifies proven and costed practices for methodical up scaling (e.g. low till, agroforestry, grazing reserves/corridors (which will be decided in consultations); (5) Increases international and domestic financing and impact; (6) improves prioritization of interventions; (7) Allows for knowledge exchange and M&E across sectors, districts and countries (via TerrAfrica/CAADP Platform); (8) Enhances institutional capacities, transparency, and accountabilities; (9) Allows for continual and interactive financial mobilization for up-scaling improved land and water management practices.

These measures will go a long way in ensuring that the systematic mainstreaming of SLM in sectoral and national policies, programs and plans strategies and therefore secure the rational use of land resources, in line with the UNCCD guidelines. There is however a need for further enhancement of coordination of efforts by different ministries, agencies, scientific and planning organizations, local governments, and land users, in order to increase synergies and efficiency in the process of making the country’s policies to conform to the UNCCD obligations. In line with template structure and guidance, further justification is provided in Sub-section B.

United Nations Development Programme  
Project Document

**Project Title:** Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda

**UNDP Strategic Plan (2014-2017) [Link] Primary Outputs:** (2.5) Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation

**Secondary Output:** [From UNDP's Biodiversity and Ecosystems Global Framework 2012-2020:] (Signature Program #1): Integrating biodiversity and ecosystem management into development planning and production sector activities to safeguard biodiversity and maintain ecosystem services that sustain human wellbeing. [Link]

**UNDAF Outcome(s):** Outcome 1 - Improved governance and regulation of environmental and energy issues for more resilient economies by 2016

**Expected Country Programme Outcome(s):** Outcome #1: Enhanced capacity of national, sub-regional and regional institutions and stakeholders to: effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards; improved energy efficiency and use of renewable energy; improved policy, legal, regulatory and institutional frameworks for environmental and energy governance.

**Expected CPD Output(s):** Output 4: Knowledge and good practices disseminated and capacity development in the areas of natural resource management, disaster risk reduction, climate change, renewable energy, energy efficiency, low carbon emissions, biosafety and adherence to international standards and norms

**Executing Entity/Implementing Partner:** Environment Division, Ministry of Agriculture, Lands, Housing and Environment - Antigua and Barbuda

Programme Period: 2012 - 2016

Key Result Area (Strategic Plan): Mainstreaming environment and energy

Atlas Award ID: 00082564

Atlas Project ID: 00091426

PIMS: 5340

Project Duration: 18 months

Start date: Date of Signature

End Date: + 18 months

Management Arrangements

NIM

PAC Meeting Date

17 June 2014

**Total resources required** 416,986

**Total Allocated Resources (cash):** 416,986

- GEF 136,986
- REMPEITC-Carib 50,000
- Government of A&B 80,000
- GCCA Caribbean 150,000

**In-kind Contribution:** 0

Executing Agency (Government):

*Blanchy*

Date/Month/Year

3<sup>rd</sup> Sept, 2014

*Lara Buncosa*

United Nations Development Programme:

Date/Month/Year

<b>Overview of Approved Proposal</b> .....	<b>4</b>
<b>SECTION I: Elaboration of the Narrative</b> .....	<b>6</b>
<b>PART I: Situation Analysis</b> .....	<b>6</b>
Point of Departure .....	6
Stakeholder Analysis and Engagement .....	26
<b>PART II: Strategy</b> .....	<b>29</b>
Project Goal, Objective, Outcomes and Outputs/activities.....	29
Project Risks .....	29
<b>PART III: Management Arrangements</b> .....	<b>31</b>
<b>PART IV: Monitoring and Evaluation Plan and Budget</b> .....	<b>33</b>
Monitoring and reporting.....	33
Communications and visibility requirements .....	34
<b>PART V: Legal Context</b> .....	<b>35</b>
<b>SECTION II: Project Results Framework and GEF Increment</b> .....	<b>36</b>
<b>PART I: Indicator Framework and Project Outputs</b> .....	<b>36</b>
<b>SECTION III: Total Budget and Workplan</b> .....	<b>41</b>
<b>SECTION IV: ADDITIONAL INFORMATION</b> .....	<b>43</b>
<b>PART I: Other agreements</b> .....	<b>43</b>
Endorsement Letter.....	43
Letter of Agreement.....	44
<b>PART II: Terms of References for key project staff</b> .....	<b>48</b>
National Project Coordinator .....	48
Project Consultants .....	50
<b>Project Annexes</b> .....	<b>54</b>
<b>Annex 1. Approved GEF proposal for LD EA (Headings Overview on page 3)</b> .....	<b>54</b>
<b>Annex 2. GEF CEO Approval Letter</b> .....	<b>72</b>
<b>Annex 3. Minutes of the Local Project Appraisal Committee (LPAC) Meeting</b> .....	<b>73</b>
<b>Annex 4. Universal Price List (UPL)</b> .....	<b>75</b>

## Overview of Approved Proposal

### EA Proposal: Headings Overview

#### **PART I: PROJECT IDENTIFIERS**

- A. EA FRAMEWORK
- B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME
- C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY
- D. EA MANAGEMENT COST

#### **PART II: ENABLING ACTIVITY JUSTIFICATION**

- A. ENABLING ACTIVITY BACKGROUND AND CONTEXT
- B. ENABLING ACTIVITY GOALS AND OBJECTIVES
- C. DESCRIBE THE EA AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION
- D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT
- E. DESCRIBE THE BUDGETED M&E PLAN
- F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):

#### **PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)**

- A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):
- B. CONVENTION PARTICIPATION
- C. GEF AGENCY(IES) CERTIFICATION

**Annex A: CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY**

**Annex B: TOTAL BUDGET AND WORK PLAN**

-- Refer to *Annex 1* for the approved proposal --

-- Refer to *Annex 2* for the GEF CEO Letter of Approval --

## Acronyms

APR/PIR	Annual Project Review / Project Implementation Report
CAADP	Comprehensive Africa Agriculture Development Programme
CBD	Convention for Biodiversity
CDR	Combined Delivery Report
CPAP	Country Programme Action Plan
CO	Country Office (UNDP)
COP	Conference of the Parties
CSIF	Country SLM Investment Plan
CSO	Civil Society Organization
DLDD	Desertification, Land Degradation and Droughts
ED	
MoALHE	Environment Division, Ministry of Agriculture, Lands, Housing and Environment
GEF	Global Environment Facility
IFS	Integrated Financing Strategy
LD	Land Degradation
LD EA	Land Degradation Enabling Activities
NAP	National Action Plan
NPD	National Project Director
NEPAD	New Programme for Africa's Development
NGO	Non-Governmental Organization
OFP	Operational Focal Point
PRAIS	Performance Review and Assessment of the Implementation System
PRODOC	Project Document
POPP	Programme and Operations Policies and Procedures
QOR	Quarterly Operational Reports
SBAA	Standard Basic Assistance Agreement
SLM	Sustainable Land Management
TBWP	Total Budget and Work Plan
TOR	Terms of Reference
UNCCD	United Nations Convention to Combat Desertification
UNDAF	UN Development Assistance Framework
UNDAP	United Nations Development Assistance Plan
UNDP	United Nations Development Programme
UNEP	United Nations Environment Program

## SECTION I: Elaboration of the Narrative

### PART I: Situation Analysis

#### POINT OF DEPARTURE

1. This Project Document (PRODOC) serves to operationalise at the level of UNDP and government, the proposal for Land Degradation Enabling Activities approved by the GEF on May 2, 2014. This proposal is appended to the PRODOC in **Annex 1** and the GEF CEO Letter of Approval is in **REQUEST FOR LAND DEGRADATION ENABLING ACTIVITY**

#### PROPOSAL FOR FUNDING UNDER THE GEF TRUST FUND

### PART I: PROJECT IDENTIFIERS

EA Title:	<b>Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda</b>		
Country(ies):	Antigua and Barbuda	GEF Project ID:	t.b.d.
GEF Agency(ies):	UNDP	GEF Agency Project ID:	5340
Other Executing Partner(s):	Environment Division, Ministry of Agriculture, Lands, Housing and Environment - Antigua and Barbuda	Submission Date:	19 March 2014
GEF Focal Area (s):	Land Degradation	Project Duration (Months)	18
Check if applicable:	NCSA NAPA	Agency Fee (\$):	13,014

### EA FRAMEWORK

**EA Objective:** To integrate Antigua and Barbuda's obligations under UNCCD into its national development and sectoral planning frameworks and align its NAP in a manner that is in line with UNCCD 10-Year Strategy and UNCCD reporting and review process

EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
1. NAP alignment	TA	1.1 Stocktaking, assessment and awareness raising	1.1.1. Rapid stocktaking and review of relevant plans, policies and reports 1.1.2. Consultations for awareness raising 1.1.3. Review of existing NAP and priorities for alignment 1.1.4. Development of a communication and outreach strategy for the NAP implementation.	59,873	130,000
		1.2 Strengthening human and scientific capacity for NAP alignment	1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data 1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system 1.2.3. Developing and or reviewing indicators for NAP alignment and implementation taking into account national peculiarities 1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system 1.2.5. Creation of a national knowledge management system including useful traditional knowledge		
		1.3. Establishing and strengthening the policy and institutional framework for NAP alignment and implementation	1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations. 1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies. 1.3.3. Strengthening of national coordination structures 1.3.4. Building or firming up cross-sectoral institutional mechanisms		

1. Component	1. Int Type	1. Expected Outcomes	1. Expected Outputs	1. Cost Amount (\$)	1. Co-financing (\$)
		1. 1.4. Establishing the finance and technology framework for NAP implementation	<p>1. 1.3.5. Development of a plan for NAP implementation</p> <p>1. 1.4.1. Conducting a diagnosis financial of resources available for NAP implementation</p> <p>1. 1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework</p> <p>1. 1.4.3. Updating of NAP to accommodate priorities, including national targets for investment</p> <p>1. 1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation</p>		
1. UNCCD Reporting and Review process	1. A	1. 2.1. Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment	<p>1. 2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools</p> <p>1. 2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken</p>	1. 6 5,754	1. 11 8,000
		1. 2.2. Preparing reports for the second leg of the fourth reporting and review process	<p>1. 2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows)</p> <p>1. 2.2.2. The report elaborated and endorsed via a national validation workshop</p> <p>1. 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements</p>		
		1. 2.3. Enhancing national ownership of the reporting process	<p>1. 2.3.1. Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda</p> <p>1. 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management</p> <p>1. 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public</p>		
		1. 2.4. Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation	<p>1. 2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation</p>		
1. Subtotal				1. 1 25,627	1. 24 8,000
1. EA Management Cost				1. 1 1,359	1. 32 ,000
1. Total EA Cost				1. 1 36,986	1. 28 0,000

1. <sup>a</sup> List the \$ by EA components.

1.

1. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME

1. Sources of Co-financing	1. Name of Co-financier	1. Type of Co-financing	1. Amount (\$)
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1. Sources of Co-financing	1. Name of Co-financier	1. Type of Co-financing	1. Amount (\$)
1. Bilateral Aid Agency	1. Regional Marine Pollution Emergency, Information and Training Center for the Wider Caribbean Region (REMPEITC-Carib)	1. Grant	1. 50,000
1. Local Government	1. Government of Antigua and Barbuda	1. Grant	1. 80,000
1. Bilateral Aid Agency	1. Global Climate Change Alliance (GCCA) Caribbean	1. Grant	1. 150,000
<b>1. Total Co-financing</b>			<b>1. 280,000</b>

1.  
1. **GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY**

1. Agency	1. GEF of Fund	1. Type of Trust	1. Focal Area	1. Country Name/Global	1. EA Amount (a)	1. Agency Fee (b)	1. Total (c)=(a)+(b)
1. UNDP	1. TF	1. GEF	1. Land Degradation Set Aside	1. Antigua and Barbuda	1. 136,986	1. 13,014	1. 150,000
<b>1. Total Grant Resources</b>					<b>1. 136,986</b>	<b>1. 13,014</b>	<b>1. 150,000</b>

1.  
1. **EA MANAGEMENT COST**

1. Cost Items	1. GEF only Total Estimated Person Weeks/Months	1. Grant Amount (\$)	1. Co-financing (\$)	1. EA Total (\$)
1. Local consultants*	1. 70	1. 7,000.00	1. 27,000	1. 34,000
1. International consultants*	1. 0	1. 0	1. -	1. -
1. Office facilities, equipment, vehicles and communications	1. -	1. -	1. 5,000	1. 5,000
1. Travel	1. -	1. -	1. -	1. -
1. Others – Audit	1. -	1. 2,825.00	1. -	1. 2,825.00
1. DPS	1. -	1. 1,534.00	1. -	1. 1,534.00
<b>1. Total</b>	<b>1. -</b>	<b>1. 11,359.00</b>	<b>1. 32,000</b>	<b>1. 43,359.00</b>

1. \* Details to be provided in Annex A.

1. **ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:**

1. If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here:

1. No such costs are requested from GEF. Further information on the cost breakdown is found in the Total Budget and Work Plan in Annex.

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**PART II: ENABLING ACTIVITY JUSTIFICATION**

1. **A. ENABLING ACTIVITY BACKGROUND AND CONTEXT** (Provide brief information about projects implemented since a country became party to the convention and results achieved):

1. A Multilateral Environmental Agreement (MEA) is a legally binding agreement between three or more states relating to the environment. They are predominantly produced by the United Nations. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) has been the sole international MEA linking environment and development to sustainable land management.



The term “Desertification” means land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors, including climatic variations and human activities. Most areas of Antigua and Barbuda would be considered to fall within the range of semi-arid or dry sub-humid environments and from the limited information available for evapotranspiration values, these would put the ratio of precipitation to ET at about 0.57 for an average year, which is at the wetter end of the dry sub-humid range. The real issue is therefore about problems of land degradation in Antigua and Barbuda. Land degradation can be further described as consisting of reduction or loss of the biological or economic productivity of rain-fed or irrigated land used for crops, or range, pasture, forest or woodlands, which results from land uses or human actions, or combinations thereof. This is a process that has been occurring in Antigua and Barbuda for some time now.

1.

1. A decision was taken at the tenth meeting of the Conference of the Parties (COP 10) of the UNCCD that urged parties to access Global Environment Facility (GEF) funding available for enabling activities, in accordance with GEF procedures, to meet their reporting and alignment obligations under the Convention. In GEF-5, all eligible parties will have access to GEF resources, up to US\$150,000 to finance activities related to alignment of National Action Programs (NAPs) with the UNCCD 10-Year Strategy (i.e. NAP Alignment) and reporting process, as per obligations to the UNCCD. The Expected Outputs are:

1.

1. Updated NAPs and

1. National reports.

1.

1. ***The GEF-5 strategy in the Land Degradation Focal Area has the following high-level goal:***

1.

1. To contribute to arresting and reversing current global trends in land degradation, specifically desertification and deforestation. This will be accomplished by promoting and supporting effective policies, legal and regulatory frameworks, capable institutions, knowledge sharing and monitoring mechanisms, together with good practices conducive to sustainable land management (SLM) and the generation of environmental benefits globally while promoting national results for environmental, social and economic stability. The four main Global objectives contributing to this focal area’s goals are:

1. · Maintain or improve flows of agro-ecosystem services to sustain the livelihoods of local communities;

1. · Generate sustainable flows of forest ecosystem services in arid, semi-arid and sub-humid zones, including sustaining livelihoods of forest-dependent people;

1. · Reduce pressures on natural resources from competing land uses in the wider landscape;

1. · Increased capacity to apply adaptive management tools in SLM.

1.

1. ***Project’s consistency with National Strategies, Plans, Reports and Assessments under the UNCCD***

1.

1. NAPs are the key instruments to implement the Convention. The NAPs are developed through a participatory approach involving various stakeholders, including relevant governmental offices, scientific institutions and local communities. They spell out the practical steps and measures to be taken to combat desertification, and by extension land degradation, in specific ecosystems.

1.

1. Antigua and Barbuda plans to achieve this by first of all reviewing the previous NAP and other relevant policy documents. One such document is the National Physical Development Plan (NPDP), which was updated and approved in parliament under the Antigua and Barbuda GEF full-sized project - Sustainable Island Resource Management Mechanism (SIRMM) Project. This document needs to be updated every five years and the present project will assist with its review and update.

1.

1. The components of this project contribute directly to the implementation of SIRM outcomes 1 (develop and put in place a sustainable island resource management zoning plan - SIRMZP) and 2 (easy access to information for environmental management - EIMAS). The SIRMM project commissioned the review and update of the NPDP and the creation of the EIMAS; which will be built upon in this present project. In addition, the National Environmental Management Strategy (NEMS) and SDG principles of environmental sustainability will be documents that will assist in taking this process forward. Furthermore, this project will also focus on the reporting and review process required by the Convention.

1.

1. ***Stakeholder involvement and public participation***

1.

1. This present project will work along with the relevant stakeholders in collecting data and uploading it into the country’s GIS-based system – the Environmental Information Management and Advisory System (EIMAS). This data, which will be collected within the government agencies, will be used to update the NPDP and hence eliminate the need to hire additional consultants. Other relevant national plans, policies and reports will also be reviewed in an effort to develop a NAP that is aligned with national priorities.

1.

1. Additional stakeholders will include Civil Society Organizations (CSOs) and non-governmental organizations (NGOs) such as the Environmental Awareness Group, the Bendals' Community Group, John Hughes Community group and the Gilbert Agricultural Rural Development Centre. These groups have worked in the past on watershed restoration, soil conservation and other types of sustainable land management practices. They will be consulted throughout the implementation of the project to contribute their experiences on the various subject matters. Also, the Antigua and Barbuda branch of The Red Cross will be included in the consultations; having recently embarked on GIS mapping exercises in various communities in the country. One invaluable asset that these groups possess is their large memberships. They will be able to participate in the training exercises and with the knowledge gained will also be able to contribute to data collection.

1.

**1. B. ENABLING ACTIVITY GOALS AND OBJECTIVES** (The proposal should briefly justify the need for the project.)

1. Antigua and Barbuda is a signatory to the UNCCD and the production of this strategy and report is a mandatory international obligation. National action programmes (NAPs) are the key instruments to implement the UNCCD. The UNCCD country Parties are required to align their action programmes, as well as other relevant implementation activities relating to the Convention, to the UNCCD's 10-Year Strategy. Since the adoption of the Strategy in 2007, many countries have started the process of aligning their national action programmes, in addition the alignment of the sub-regional and regional action programmes has also been initiated.

1.

1. The main objective of this project is to *Increase capacity to apply adaptive management tools in Sustainable Land Management (SLM)* which is aligned with Land Degradation Focal area (LDFA) Objective 4 (mentioned in the previous section).

1.

1. This objective is intended to aid Antigua and Barbuda in national monitoring and reporting to UNCCD in the context of supporting the national and regional SLM agenda and the development of new tools and methods for better addressing the root causes and impacts of land degradation. Relevant actions that are the focus of this objective include:

1. Results-monitoring of UNCCD action programs and

1. Alignment of national reporting with revised UNCCD action programs in the context of the UNCCD 10-year strategy.

1.

1.

**1. C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION**  
(discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A ).

1. This project is aimed at developing a strategic approach to Sustainable Land Management. This will be accomplished through the revision of the National Action Plan (NAP) for the UNCCD, aligning the NAP with the UNCCD 10-Year Strategy and creating provisions to facilitate the reporting and monitoring processes required by the Convention. The UNCCD 10-Year Strategy outlines five Operational Objectives (OO) that are all substantially addressed in this project. The first OO (advocacy, awareness-raising and education) is addressed in Outcome 1.1; the second OO (policy framework) in Outcome 1.3; the third OO (science, technology and knowledge) in Outcome 1.2; the fourth OO (capacity building) also in Outcome 1.2 and the fifth OO (financing and technology transfer) in Outcome 1.4. The activities to be realized under each outcome are explicitly detailed below. Also, it is noteworthy to mention that the Strategic Objectives of the UNCCD 10-Year Strategy will be addressed specifically when complementing the work already completed on the National Physical Development Plan (NPDP). This is explained more in detail in the descriptions of activities planned for each outcome. The NPDP and, in greater extent, the NAP will outline how the living conditions of affected populations will be improved; how the conditions of affected ecosystems will be improved; how resources to support implementation of the plan will be mobilized and how all this will contribute to generating global benefits. In summary, aligning the NAP to the NPDP is in effect aligning the NAP to the UNCCD 10-Year Strategy.

1.

**1. Component 1. NAP alignment**

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**Outcome 1.1: Stocktaking, assessment and awareness raising.**

This Outcome will be achieved by means of the following outputs:

*Output 1.1.1. Rapid stocktaking and review of relevant plans, policies and report*

1. This first output of the project will be focused on reviewing relevant policy documents. It will complement the work that has been done so far on the GEF-funded Sustainable Island Resource Management Mechanism (SIRMM) project, which is being executed by the National Executing Agency (EA). One such document is the NPDP, which was reviewed and updated under the SIRMM project. This present project will allow for continued revision of that document and will work towards mainstreaming the NPDP into national priorities. There will also be review of other relevant national plans, policies and reports. This review process will also be incorporated into the School Education Awareness Program (EAP) headed by the Environment Division. The EAP comprises of a group of Environmental Cadets in each school in the country at the primary, secondary and tertiary levels.

1.

1. *Output 1.1.2. Consultations for awareness-raising*

1. This output will complement the previous, in that, the public will be made a part of the process through consultations. These will include technical and public consultations to bring awareness of the process. The technical consultations will be among the technical staff from relevant sectoral agencies and the public consultations will be held in various communities in the country. At these consultations, the participation from Civil Society Organizations, Non-governmental Organizations and the public at large will be greatly encouraged. Their input into the process will be taken into consideration throughout this entire process and their voice will be heard.

1.

1. *Output 1.1.3. Review of existing NAP and priorities for alignment*

1. The main activity planned for this first output is to engage stakeholders and technical advisory panels to review the existing NAP and its priorities for alignment. These panels will be tasked with developing the existing NAP.

1.

1. *Output 1.1.4. Development of a communication and outreach strategy for the NAP implementation*

1. This output will focus on integrating the results of the previous outputs into the overall national communication strategy for MEAs that has already been developed and managed by the EA. (see institutional arrangements below)

1.

1. **Outcome 1.2: Strengthening human and scientific capacity for NAP alignment.**

1.

1. *Output 1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data*

1. The activities relating to this output will be geared towards the capacity building for the NPDP which it is anticipated will be the focal area of the national NAP strategy and the mechanism by which the country will implement the UNCCD 10 year strategy. These activities will include training of relevant technical staff and stakeholders in the sustainable management of land and other environmental resources in the country. The GEF-funded SIRMM project had commissioned the creation of a national GIS system (Environmental Information Management and Advisory System – EIMAS). The primary goal of the GIS EIMAS is to assist government agencies in the access of up-to-date data on specific environmental indicators. This project will allow for additional training in the usage and management of this GIS tool.

1.

1. *Output 1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system*

1. This output will also make use of the EIMAS system, however the focus will be to develop specific GIS applications that will allow for the accurate assessment and management of the land resources within the country. One such application will be geared towards drought assessment and warning. Technicians participating in these training will take the skills back to their respective agencies where they will further train their colleagues. One product of these trainings will be updated layers for the EIMAS. In addition, the collaboration of the participating agencies will be improved by creating an inter-office database network that will house information for all the indicators for all the MEA's.

1.

1. *Output 1.2.3. Developing and/or reviewing indicators for NAP alignment and implementation taking into account national peculiarities*

1. This particular output will focus on the development and review of the indicators for NAP alignment. This will involve the cooperation of all the relevant technical staff and stakeholders. Included in this activity will be the review of other national indicators developed under other MEAs, for example the biodiversity and chemical indicators.

1.

1. *Output 1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system*

1. The activities under this output will include the identification of methodologies and sites for data collection. This will be geared towards establishing national observatory sites that will be able to be used as demonstration sites for mitigation measures. In addition to this, assessments will be made on these sites to determine the vulnerability to natural hazards. Once these have been accomplished, a monitoring system will be developed with the aid of input from the relevant staff and stakeholders.

1.

1. *Output 1.2.5. Creation of a national knowledge management system including useful traditional knowledge*

1. The previously mentioned activities will collectively guarantee the creation of a knowledge information system. This process will also include developing a system that will be sustainably managed under the project.

1.

1.

1. **Outcome 1.3: Establishing and strengthening the policy and institutional framework for NAP alignment and implementation**

1.  
1. *Outputs 1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations*

1. In this phase, synergies will be created with the national NAP focal area. The main activity will be to plan sectoral consultations to identify and establish priorities in the context of agency-specific goals.

1.  
1. *Output 1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies*

1. This phase will also prioritize the mainstreaming of relevant activities within the appropriate agencies. Once this has been accomplished, the project will then attempt to mainstream the priorities into the relevant sectoral policies. This would involve collaboration with Ministries and agencies in the strengthening of their individual policies, for example; Ministry of Finance and their Financial Strategy, Development Control Agency and their NPDP, Ministry of Social Transformation and their National Poverty Reduction Strategy etc.

1.  
1. *Output 1.3.3. Strengthening of national coordination structures*

1. Under this output, the project will endeavor to provide for Cabinet endorsement to ensure that the National Coordinating Mechanism becomes a permanent arrangement for the implementation of this and all MEA's. This will need to be taken to consultations to assure the necessary support.

1.  
1. *Output 1.3.4. Building or firming up cross-sectoral institutional mechanisms*

1. Establishing a permanent cross-sectoral technical committee/unit for the implementation of all MEA projects will be the focus in this output. Presently, there is a unit that is in effect to provide technical assistance in implementing the activities of the GEF-funded SIRMM project. This, or a similar structure one, needs to be a permanent fixture to ensure continuity of all project related activities.

1.  
1. *Output 1.3.5. Development of a plan for NAP implementation*

1. The final output in this outcome will be the development of a plan for NAP implementation. The cross-sectoral technical committee/unit created in the previous output will have the responsibility of developing a scheduled time-frame for the execution of the NAP

1.  
1. **Outcome 1.4: Establishing the finance and technology framework for NAP implementation.**

1.  
1. *Output 1.4.1. Conducting a diagnosis financial of resources available for NAP implementation*

1. The first activity under this outcome will be to conduct a financial diagnosis to identify what resources are available for NAP implementation. The work-programs of all the relevant agencies will be reviewed and assessed to identify if any budgetary allocations exist for the execution of the NAP.

1.  
1. *Output 1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework*

1. Taking the previous output into consideration along with the already existing Sustainable Financing Mechanism that exists for Biodiversity, the Integrated Financial Strategy and the Integrated Investment Framework will then be developed.

1.  
1. *Output 1.4.3. Updating of NAP to accommodate priorities, including national targets for investment*

1. This output will incorporate national priority targets into the NAP. One such consideration that will be used will be the Agriculture Policy. However, cross-sectoral technical committee/unit will provide recommendations to guide this process.

1.  
1. *Output 1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation*

1. The final activity in this outcome will be to review the technological requirements for the efficient implementation of the NAP and to develop a five-year plan to acquire this.

1.  
1.  
1. **Component 2. Reporting and Review process**

1.  
1. **Outcome 2.1: Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment.**

1.

1. *Output 2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools*

1. One of the first activities in this output will include developing training guidelines for indicator-based reporting to ensure that the reporting process complies with the standard requirements of the Convention. Once this has been accomplished, the relevant stakeholder training in the reporting methodologies, procedures and tools will then proceed.

1.

1. *Output 2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken;*

1. The EA will guarantee the establishment of a data gathering and knowledge management system for the reporting and review process. This will be accomplished through the formation of an inter-agency network that will exchange information and provide support to each other. The EA will serve as the reference center for acquiring further knowledge and know-how on UNCCD reporting and will be responsible for the maintenance of this system. There will be constant monitoring to ensure that the quality of data that is submitted will be in accordance with the standards established by the Convention.

1.

1. **Outcome 2.2: Preparing reports for the second leg of the fourth reporting and review process.**

1.

1. *Output 2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows)*

1. The consultative processes will involve establishing a committee of technical officers from the relevant stakeholders. This committee will participate in workshops planned for the launch of the reporting process.

1.

1. *Output 2.2.2. The report elaborated and endorsed via a national validation workshop*

1. After the data has been collected and compiled by the relevant stakeholders then the draft report will be prepared. This compilation of data will then be presented to the committee before being formally submitted through the PRAIS portal.

1.

1. *Output 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements*

1. The EA will be the agency responsible to submit the data gathered throughout the processes described above via the PRAIS portal.

1.

1. **Outcome 2.3: Enhancing national ownership of the reporting process.**

1.

1. *Output 2.3.1 Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda*

1. The compendium will depict LD issues and present approaches and standards for tackling them. It will serve as a key technical guidance for sectors, Governments, as well as operators of the EIMAS System, when preparing reports to UNCCD and updating NAP.

1.

1. *Output 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management*

1. Efforts will be spent in developing a plan to ensure that this entire reporting and review system is in place for the long-term monitoring of the UNCCD implementation. This will be accomplished by developing a set of recommendations for improvement of the UNCCD Focal Area with a view to the improve land protection planning and implementation (in policies and in practice), as well as for mainstreaming LD concerns into sectors and regional programmes.

1.

1. *Output 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public*

1. The EA will be the agency responsible with commissioning the creation of a web-site aimed at disseminating information to the general public on LD and UNCCD related topics.

1.

1.

1. **Outcome 2.4: Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation.**

1.

1. *Output 2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation*

1. A process will be developed to integrate and harmonize the UNCCD land degradation indicators with other relevant indicators developed for GEF, Rio Conventions and other existing databases. This will build on the work accomplished under Output 1.2.3.

1.

1. ***Institutional Framework For Project Implementation and collaboration with other relevant initiatives***

1.

1. The Environment Division is the National Focal Point for the UNCCD Convention in Antigua and Barbuda and is the EA for the implementation of this project. The Division has had a long relationship with the Convention and has been constantly engaged in all activities and projects that have been promoted by the UNCCD. This is the agency responsible for attending all the meetings and preparing all the reports that are requested by the UNCCD. The Division and, by larger extent, the Government of Antigua and Barbuda have long acknowledged that land degradation and desertification is a growing concern to all and has pledged to support the Convention's new integrated approach to the problem, emphasizing action to promote sustainable development at the community level.

1.

1. ***Project implementation arrangements:***

1.

1. The project will be implemented over a period of 18 months. The Environment Division (ED) within the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE) is the government institution responsible for the implementation of the project and will act as the *Executing Agency*. UNDP is the *Implementing Agency* for the project and accountable to the GEF for the use of funds. The project is nationally executed, in line with the NPFE submitted to the GEF.

1.

1. The overall responsibility for the project implementation by the Environment Division implies the timely and verifiable attainment of project objectives and outcomes. The Environment Division will provide support to, and inputs for, the implementation of all project activities.

1.

1. The Environment Division will nominate a high level official who will serve as the Project Manager (PM) for the project implementation and a Project Coordinator (PC) that will manage the day-to-day activities of the project. The Permanent Secretary in the Ministry responsible for the Environment will chair the Project Management Committee (PMC) and be responsible for providing government oversight and guidance to the project implementation. The PM and PC will not be paid from the project funds, but will represent a Government 'grant' contribution to the Project. Technical Advisory Committee (TAC), which is already established to provide technical guidance for all the GEF projects being implemented in Antigua and Barbuda, consists of representatives from stakeholder agencies, including the private sector and NGOs. The TAC will provide technical guidance to the PC and the PM. No members of the TAC, or PMC will be paid from the project and their contribution will also represent grant co-financing. UNDP will be represented on the PMC by the Deputy Resident Representative of UNDP Barbados and the OECS as well as the National UNDP Environment Focal Point .

1.

1. A *National Project Management Committee (PMC)* will be convened by the Environment Division, and will serve as the project's coordination and decision-making body (Project Board). The PMC will include representation of UNDP Focal Point, the PS of Environment, The Deputy PS of the Ministry of Agriculture, a representative of the Ministry of Finance. The PM and the PC will attend these meetings. The PMC meetings will be chaired by the Permanent Secretary of the Ministry with responsibility for the Environment. It will meet according the necessity, but not less than once on a monthly basis, to review project progress, approve project work plans and approve major project deliverables. The PMC is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

1.

1. The day-to-day administration of the project will be carried out by a Project Management Unit (PMU), comprising a Project Manager (PM), Project Coordinator and Project Assistant, who will be located within the Environment Division's offices. The PMU will, with the support of the Project Assistant, manage the implementation of all project activities. The Project Manager will liaise and work closely with all partner institutions to link the project with complementary national programs and initiatives. The PM is accountable to the PMC for the quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The PM will also be technically supported by contracted national consultants. Recruitment of specialist services for the project will be done by the PMU, in consultation with the PMC

1.

1. The Government of Antigua and Barbuda shall request UNDP to provide direct project services specific to project inputs according to its policies and convenience. These services –and the costs of such services- are specified in the Letter of Agreement in Annex D. In accordance with GEF Council requirements, the costs of these services will be part of the executing entity's Project Management Cost allocation identified in the project budget. UNDP and the Government of Antigua and Barbuda acknowledge and agree that these services are not mandatory and will only be provided in full accordance with UNDP policies on recovery of direct costs.

1.

1. ***Gender marking***

1.

1. It is widely known that within Antigua and Barbuda there is a higher proportion of qualified degreed females who work directly in the Environment field in comparison to males. Presently, on the SIRMM project there are only three males of the 11 staff. This present project will adopt the same project management structure as the SIRMM project and it is highly likely that the higher proportion of females to males will be maintained. Never the less, there will be a constant effort to incorporate more males into the implementation of this project.

1.

1. The project will apply a uniform **gender mainstreaming** approach throughout all the project activities implementation in line with the provisions below:

1. Participants for trainings, workshops, study tours etc. will be selected with respect of existing gender composition in the corresponding target audience.

1. Whenever possible, gender balance will be ensured, with the minimum ratio of 35% of underrepresented gender for one-gender-dominated target audiences.

1.

1. The process of NAP re-alignment itself will take into account the impact of land degradation on women (especially in agricultural sector) and possibilities for their involvement in activities aimed at land conservation.

1.

### ***Contribution to the development of National Capacity and Sustainability of the Project***

1.

1. The capacities developed throughout this project will contribute significantly to the sustainability of the project's outcomes. The relevant technical staff will be trained in the already existing GIS EIMAS.

1.

1. Three main levels of capacity are being targeted: (i) **systemic**, to the extent that the project will focus on policies that are conducive to or have a bearing on SLM; (ii) **institutional**, to the extent that the project will focus on the involvement of various entities that are involved in different ways in managing land and land-use (see chapter 'Institutional Framework For Project Implementation and collaboration with other relevant initiatives' further up); and (iii) **individual**, to the project will engage civil servants and CSO members in the actual work of analysis, indicator setting, and preparation of specific inputs to the NAP and Convention report.

1.

1. More specifically, each agency will be responsible to manage their specific layer in this GIS system that will ultimately contribute to the updating of the entire system. In addition, the GIS applications that will be developed will allow for the accurate assessment and management of the land resources within the country. This is an ongoing process that can only be properly managed if the relevant technicians possess the skills required. The capacity building training that these technicians will receive will allow them to execute their job professionally and provide up-to-date data on indicators that will need to be updated during the reporting and monitoring process.

1.

1.

### ***Comparative advantage of UNDP in Antigua and Barbuda with respect to this project***

1.

1. The Government of Antigua and Barbuda has requested UNDP assistance in designing and implementing this project, due to UNDP's track record in combating desertification. UNDP currently supports the development and implementation of GEF project in the area of conservation and sustainable land management. UNDP also has extensive experience in integrated policy development, human resources development, institutional strengthening, and non-governmental and community participation.

1.

### ***Project's alignment with UNDP's programme for Antigua and Barbuda***

1.

1. The project is in line with the recently endorsed UNDAF (2012-2016) which is aligned with national environmental priorities. In particular, the project contributes to UNDAF Outcome 5. The requirements of the "National Charter of the environment for sustainable development". This describes that activities are implemented in a way to ensure consistency between sectoral strategies and priorities in the field of environment, climate change, and risk management and by strengthening the territorial convergence on the most vulnerable zones and populations.

1.

1. In addition the project is in line with the recently approved UNDP Strategic Plan :2014-2017 Outcome 1.3 Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystems services, chemical and wastes and 5.2 "Effective institutional legislative and policy framework in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.

1.  
1.  
1.

**1. D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT:**

1. The project will complement the UNCCD Global Mechanism funding, which is herewith presented in grant and in-kind support from the national Government of Antigua and Barbuda. Such an arrangement will ensure the application of resources in the most critical way. The proposed project is in line with the national priorities which will also ensure its sustainability. The government contribution to the project includes the staff time of a Project Manager and a Project Coordinator and of support staff of the National Executing Agency. These contributions will also include a number of project activities, organization of and participation in Project Coordinating Committees, and other work related to narrative reporting and financial reporting. In kind contribution from the Government will include the use of existing office space and existing vehicles, which will be made available to the project.

**1. E. DESCRIBE THE BUDGETED M&E PLAN:**

1.

1. Type of M&E activity	1. Responsible Parties	1. Budget US\$ 1. Excluding project team staff time	1. Time frame
1. Inception Meeting (IM)	1. Enabling Activity Project Coordinator 1. Enabling Activity Technical Coordinator 1. UNDP GEF	1. None (in-kind contribution, co-financing)	1. Within first two months of project start up. The meeting will be hosted by the Ministry of Agriculture, Lands, Housing and the Environment.
1. Inception Report	1. Enabling Activity Project Coordinator 1. Enabling Activity Technical Coordinator	1. None	1. Immediately following IM
1. Simplified Annual Project Review / Project Implementation Report (APR/PIR)	1. Enabling Activity Project Coordinator 1. Enabling Activity Technical Coordinator 1. UNDP-GEF	1. None	1. Annually
1. Quarterly progress reports	1. Enabling Activity Project Coordinator 1. Enabling Activity Technical Coordinator	1. None	1. Quarterly
1. Lessons Learned Log	1. Enabling Activity Project Coordinator 1. Enabling Activity Technical Coordinator	1. To be determined as part of the Annual Work Plan's preparation.	1. Quarterly
1. Final Project Report	1. Enabling Activity Project Coordinator 1. Enabling Activity Technical Coordinator 1. Local consultants	1. Printing cost only	1. One month before the end of the project
1. Audit	1. UNDP CO 1. National Project Team	1.	1. At the end of the project.
1. TOTAL indicative COST 1. Excluding project team staff time and UNDP staff and travel expenses		1.	1.

1.  
1.

**1. F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):**

1. -- n/a--



1. **PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)**

1. **A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):** (Please attach the [country endorsement letter\(s\)](#) with this template).

1. NAME	1. POSITION	1. MINISTRY	1. DATE (Month, day, year)
1. Mrs. Diann Black-Layne	1. Chief Environment Officer, Environment Division	1. Ministry of Agriculture, Lands, Housing and the Environment	1. September, 12th 2013

1. **B. CONVENTION PARTICIPATION\***

1. CONVENTION	1. DATE OF RATIFICATION/ ACCESSION (mm/dd/yy)	1. NATIONAL FOCAL POINT
1. UNCCD	1. 11/27/01	1. Mrs. Diann Black-Layne 1. Chief Environment Officer 1. Environment Division 1. Ministry of Agriculture, Lands, Housing and the Environment

1. **B. GEF AGENCY(IES) CERTIFICATION**

1. This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for **LAND DEGRADATION** Enabling Activity approval.

1. Agency Coordinator, Agency name	1. Signature	1. Date (Month, day, year)	1. Project Contact Person	1. Telephone	1. E-mail Address
1. Adriana Dinu, Executive Coordinator and Director a.i. UNDP-GEF	1.	1. 19 March 2014	1. Lyes Ferroukhi, Regional Technical Adviser, EBD	1. +507 302-4576	1. lyes.ferroukhi@undp.org

**ANNEX A. CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY**

1.	1.	1.	1.	1.	1.
Position Titles	\$ / Person Week	Person Weeks	Estimated Person Weeks	Tasks to be Performed	
<b>For EA Management</b>					
1. Local	1.	1.	1.	1.	1. To undertake the general administrative requirements of the project, including those related to project management and funding. The key tasks are: 1. To ensure that project Objective, Outcomes, Outputs and Activities are executed in a timely and appropriate manner. 1. To develop annual work plans and budgets, and submit these to the Project Coordinating Committee (PCC) and to the UNDP Representative for approval. 1. To develop TORs for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in communication with the Project Manager/UNDP. 1. To facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the PCC. 1. To organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, trips, and other project related activities. 1. To establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project. 1. To provide timely reporting of project status as required by the PCC and the UNDP. 1. To maintain records of PCC meetings, decisions, actions etc. 1. To coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives. 1. <i>Qualifications and experience:</i> advanced degree in environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to land degradation issues with a minimum of 3 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda, good leadership, coordination, communication, and facilitation skills are essential.
1. Activity Coordinator / Team Leader (managerial functions)	1. 100	1. 1	1. 70	1.	
<b>For Technical Assistance</b>					
1. Local	1.	1.	1.	1.	1. Is responsible for planning and coordinating activities of the national experts, and also for timely and qualitative preparation of separate sections of the project. 1. to carry out the estimation of the current state of measures for combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the national strategic documents; 1. to generalize the results of activities of the experts and to develop on their basis the proposal on conformity of the available national data in the context of the requirements to bring to NAP alignment and to 10-year Strategy UNCCD, including the system of indicators; 1. to carry out the coordination of activities of the national experts in preparing and drawing up the National report on the UNCCD implementation within the frameworks of the 4th cycle of the reporting; 1. to analyse the condition and develop the proposals for perfecting scientific support and application of traditional knowledge in the practice of solving the problems of a sustainable land management, including the questions of combating the degradation of the lands/soils; 1. to define the content of programs of the scheduled seminars for the purpose of the fullest and all-round discussions and development of constructive proposals within the framework of the project tasks, to act the part of a moderator when
1. Activity Coordinator / Team Leader (technical input)	1. 250	1. 1	1. 30	1.	

1. Position Titles	1. \$ / Person Week	1. Estimated Person Weeks	1. Tasks to be Performed
			<p>carrying out the working seminars;</p> <p>1. to carry out the coordination of activities of the national experts for the preparation of the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda and measures to combat it.</p> <p>1. <i>Qualifications and experience:</i> advanced degree in environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to land degradation issues with a minimum of 5 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda, good leadership, coordination, communication, and facilitation skills are essential.</p>
1. Expert on policy and framework for NAP alignment and implementation	1. 250	1. 10	<p>1. carries out the estimation of the current state of measures of combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the regional and sectoral plans and projects;</p> <p>1. prepares proposals for introduction of NAP priorities in the documents of regional and sectoral planning;</p> <p>1. develops a complex of activities for overcoming the institutional and social and economic barriers interfering with the realization of NAP;</p> <p>1. prepares the plan of carrying out and takes part in the seminar for NAP alignment and implementation;</p> <p>1. develops the proposals for filling the section of knowledge management system with the view of implementation of UNCCD (KMS), concerning NAP alignment and implementation;</p> <p>1. develops the section concerning NAP implementation scheme in the illustrated monography.</p>
1. Expert on (i) Integrated Financial Strategy AND (ii) Integrated Investment Framework	1. 250	1. 40	<p>1. Task (i)</p> <p>1. carries out the analysis of the Country's budget for co-financing the activities connected with SLM;</p> <p>1. carries out the analysis of disposable national financial resources for NAP implementation and makes the proposals to increase the efficiency of their use;</p> <p>1. develops the program and together with other experts holds an adjusting seminar for working out the projects of the Integrated Financing Strategy (IFS) and Integrated investment framework (IIF);</p> <p>1. develops the methodology, approaches and recommendations about IFS project;</p> <p>1. develops IFS project together with other experts;</p> <p>1. develops a complex of activities for overcoming the financial barriers interfering with NAP implementation;</p> <p>1. develops the program and holds the final seminar on acceptance of IFS and IIF projects;</p> <p>1. prepares the proposals for filling the section of knowledge management system, concerning the financial sources of NAP implementation;</p> <p>1. prepares the section in the illustrated monography concerning the financial provision of activities for combating the degradation of the lands/soils.</p> <p>1. Task (ii)</p> <p>1. analyzes disposable financial resources of the international, non-state and private foundations for realization of projects on combating the degradation of the lands;</p> <p>1. develops the proposals for attraction of financial aid from the international donors for NAP implementation;</p> <p>1. participates together with other experts as a lecturer at an adjusting seminar for working out of IFS and IIF projects;</p> <p>1. analyzes the Investment programs of the development of Antigua and Barbuda for 2013-2018 and administrative areas and the extend of their conformity with the priorities of NAP implementation;</p> <p>1. develops the methodology, approaches and recommendations concerning IIF project;</p> <p>1. develops a complex of activities for overcoming the investment barriers interfering with NAP implementation;</p> <p>1. participates in working out the program and holding the final seminar with the object of approving IFS and IIF projects.</p>
1. Expert on: (i)	1. 560	1. 50	<p>1. Task (i)</p>

1. Position Titles	1. \$ / Person Week	1. Estimated Person Weeks	1. Tasks to be Performed
<p>environmental monitoring system, (i) indicators for NAP implementation and UNCCD reporting, (iii) knowledge management system AND (iv) science and best practices</p>			<p>1. carries out the analysis of the existing national monitoring system of the lands/soils and its provision with the normative legal and normative technical bases;</p> <p>1. analyses and develops the proposals for estimation of the representativeness of the network of ranges for supervision over various kinds of degradation of the lands/soils;</p> <p>1. reveals the existing problems and unresolved questions in the field of monitoring of the lands/soils pursuant to the problems of 10-year Strategy UNCCD;</p> <p>1. proposes the measures of institutional, scientific, organizational-technical character destined for the optimization of the network of ranges for supervision, for the improvement of functioning of monitoring system of the lands/soils, and also for perfecting the information data delivery to the State management bodies, scientific organizations, land users, public organizations;</p> <p>1. prepares the proposals for filling of knowledge management system section, concerning the monitoring information;</p> <p>1. proposes together with other experts the system of biophysical and social and economic indicators of UNCCD implementation according to 10-year Strategy UNCCD;</p> <p>1. prepares the section devoted to the organization, conducting, structure, content and application of the results of monitoring of the lands/soils, for the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda;</p> <p>1. presents the results of monitoring of the lands/soils and proposed measures for its perfection at working seminars;</p> <p>1. develops the proposals for long-term monitoring of UNCCD implementation.</p> <p>1. Task (ii)</p> <p>1. carries out the analysis of the existing national indicators of influence and effectiveness in the context of reporting requirements and 10-year Strategy UNCCD;</p> <p>1. defines the most priority indicators according to the features of display of biophysical processes of the land degradation and social and economic conditions of land tenure in Antigua and Barbuda;</p> <p>1. develops with the interested parties the program of training on reporting methodology and procedure of information gathering for preparation of the National reporting;</p> <p>1. proposes the national system of indicators providing the estimation of NAP implementation progress and preparation of the National report according to the regulations of 10-year Strategy UNCCD;</p> <p>1. defines conceptual approaches to harmonization of knowledge databases and the data by the indicators of GEF , Rio Conventions, FAO, CARICOM, UN-ECLAC and other databases of the regional/international organizations;</p> <p>1. presents the developed system of effectiveness indicators at the final seminar and carries out their generalization for the inclusion in the National report;</p> <p>1. prepares the section of indicators of NAP effectiveness for the illustrated monography.</p> <p>1. Task (iii)</p> <p>1. develops web site of UNCCD implementation in Antigua and Barbuda;</p> <p>1. develops the reference system on UNCCD implementation, including the traditional knowledge, examples of the best practice, etc;</p> <p>1. prepares the proposals for guaranteeing the data inflow into reference system and their use for drawing up reporting;</p> <p>1. together with other experts provides qualitative filling and regular updating of the data in the information system for the purpose of their placing on the national web site of UNCCD;</p> <p>1. carries out the electronic filling and presentation of the National report to UNCCD secretary through PRAIS system;</p>

1. Position Titles	1. \$ / Person Week	1. Estimated Person Weeks	1. Tasks to be Performed
1. Expert on priorities and framework for NAP alignment and implementation	1. 600	1. 5	<p>1. informs the interested parties of the structure and functioning of the developed information system and represents at the final seminar;</p> <p>1. prepares section of knowledge management system in the illustrated monography.</p> <p>1. Task (iv)</p> <p>1. provides the scientific analysis of the data and gives the estimation of their quality for preparation of the National report;</p> <p>1. defines the national priorities in the directions of combating the degradation of the lands/soils and their presentation in the national reporting on UNCCD;</p> <p>1. together with other experts proposes the perspective system of the national biophysical and social and economic indicators of degradation of the lands/soils;</p> <p>1. prepares the report on the interested parties estimation of the involved in the process of UNCCD reporting;</p> <p>1. takes part in the seminars and presents the results of examples of the best practice for the purpose of its distribution;</p> <p>1. carries out the expert appraisal of the data quality used when preparing the National report;</p> <p>1. prepares proposals and materials for filling of knowledge management system sections, concerning the part of scientific support and examples of the best practice;</p> <p>1. prepares the section concerning the best practice and the science contribution in UNCCD implementation in the illustrated monography.</p>
1. Expert on priorities and framework for NAP alignment and implementation	1. 600	1. 5	<p>1. prepares the report on the regulations of 10-year Strategy UNCCD, approaches and methodology for NAP alignment;</p> <p>1. collects the information and analyzes the global, regional and subregional priorities in the field of a sustainable development in the context of UNCCD;</p> <p>1. generalizes the information and prepares the proposals on the system of indicators and basic levels for the progress estimation UNCCD implementation;</p> <p>1. develops the proposals on the structure of knowledge management system for providing a constant process of estimation of NAP implementation on the basis of the analysis of available international experience</p> <p>1. participates as a lecturer at the national seminar with a view to establish the priorities for NAP alignment, develop a system of indicators for assessing the progress in NAP implementation and to establish basic levels.</p>

**ANNEX B. CHRONOGRAM OF ACTIVITIES**

1. No.	1. Components	1. Guiding activities under each component	1. Year 1				1. Year 2	
			1. Q1	1. Q2	1. Q3	1. Q4	1. Q1	1. Q2
1. 1	1. NAP alignment	1. 1. Rapid stocktaking and review of relevant plans, policies and reports	1. X	1. 1.	1. 1.	1. 1.	1. 1.	1. 1.
		1. 2. Identification of stakeholders; consultations and awareness	1. X	1. 1.	1. 1.	1. 1.	1. 1.	1. 1.
		1. 3. Rapid assessment of the causes and consequences of land degradation	1. 1.	1. X	1. 1.	1. 1.	1. 1.	1. 1.
1. 2	1. Reporting and Review process	1. 4. Developing the strategy and actions to implement NAP alignment	1. 1.	1. 1.	1. X	1. X	1. 1.	1. 1.
		1. 5. Establishment of appropriate consultative processes	1. 1.	1. 1.	1. 1.	1. 1.	1. X	1. 1.
		1. 6. Development of a plan for capacity development for UNCCD reporting	1. 1.	1. 1.	1. 1.	1. 1.	1. X	1. 1.
1.		1. 7. Draft report	1. 1.	1. 1.	1. 1.	1. 1.	1. X	

2  
3  
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**1. ANNEX C. UNDP TOTAL BUDGET AND WORK-PLAN**

**1.** (See Total Budget and Work Plan in Section III, page 23)

**1.**



1. **ANNEX D**

1. (See Letter of Agreement between UNDP and the Government of Antigua and Barbuda for the Provision of Support Services in Section IV, page 26)

1.

1. Annex 2.

3. The project builds on the current status and achievements of Antigua and Barbuda with respect to its obligations vis-à-vis the UNCCD. These processes and achievements are summarised in a matrix in **Annex 1**, under the heading **‘Enabling Activity Background and Context’**.

4. The proposed EA project aims to respond directly to the UNCCD COP decisions, i.e. decision 3/COP8 while adopting 10-year strategic plan (the Strategy) urges and recognizes “the need for country parties to align their NAPs” and decision 2/COP9 regarding “alignment of the action programs with the Strategy” calls upon the “affected country parties and other relevant stakeholders to use NAP alignment guidelines as a reference tool for aligning NAPs and other relevant implementation activities with the 5 operational objectives of the Strategy”. The project is also in line with the decision 11/COP10 which Urges Parties to access the GEF funding for enabling activities (including NAP alignment and reporting/review process) to meet their obligations under the UNCCD, either (a) through a GEF agency, (b) via direct access or (c) under an umbrella project. This proposal is for securing GEF funding under the Land Degradation EA “through a GEF agency” for aligning Antigua and Barbuda NAP and improving reporting and review processes.

The achievements and shortcomings of previous LD planning processes in Antigua and Barbuda are described in the GEF proposal (**Annex 1**), under heading **‘Collaboration and synergies with related initiatives Plan’**.

5. Together, all of the above elements constitute the ‘Point of Departure’ and general context for the current Land Degradation Enabling Activities project of Antigua and Barbuda.

## **STAKEHOLDER ANALYSIS AND ENGAGEMENT**

The stakeholder involvement element is embedded in the description of several activities within this proposal which will have a consultative and participatory character. The Environmental Awareness Group, the Bendals’ Community Group, John Hughes Community group and the Gilbert Agricultural Rural Development Centre.

6. The stakeholder engagement process in Antigua and Barbuda will build on the on-going supported process of the National SLM Dialogue, that has already led to the development of a draft IFS (integrated Financing Strategy) for the implementation of the UNCCD Program of work in the country. Led by the UNCCD National Focal Point (the NAP responsible authority), the process currently includes a broad range of national actors, which will be extended through the EA project. In particular, developing and implementing Antigua and Barbuda NAP will be a widely inclusive and participative process.

7. A national steering committee and one or more working groups will be proposed for accompanying the process of developing national targets, updating the NAP and preparing the national reports. As far as possible, the steering committee should include representatives of all sectors. These could include line ministries, research and academic bodies, business and

industry, indigenous and local community organizations, bodies representing the agricultural, forestry, fishing or other sectors, environmental management bodies, non-governmental organizations, women's organizations, bodies and agencies addressing sustainable development and poverty eradication, educators, the media, and others. Below is an overview of the potential role of different stakeholders and the rationale for their involvement in the project.

**Table 1. Stakeholder Matrix**

Sector	Agency/department	Potential role in the project and rationale for involvement
Agriculture	Ministry of Agriculture, Lands, Housing and Environment (MoALHE)	Responsible for state policy in the field of agriculture and food production. Integration of LD issues into agriculture related strategic documents, information sharing and educational activities.
Agriculture	Research Unit (MoALHE)	Scientific research in the field of soil. Scientific support to the project activities. Information sharing.
Universities	American University of Antigua	LD related educational activities. Will provide scientific support to the project activities. Information sharing.
Land	Land Division and Developmental Control Authority (DCA) (MoALHE)	UNCCD Focal Point. Responsible for UNCCD reporting and formulation of national policy in the field of environmental protection, including tackling land degradation. Will be a national executing agency to the project. Dealing with land use planning, information sharing and educational activities.
Forestry	The Forestry Unit (FU)(MoALHE)	Integration of LD issues into forestry related strategic documents. Information sharing and educational activities
Climate change	Ministry of Agriculture, Lands, Housing and Environment	Responsible for climate change issues, including respective monitoring. Reporting with respect to climate change effect on land degradation.
National Finance and Budgeting	Ministry of Finance.	Is responsible for state budgeting and finance policy. Will be involved in activities related to identification of financial mechanisms for NAP financing. Information sharing.
Non-governmental Organizations	Environmental Awareness Group	Awareness raising and education.
Women's organizations	Professional Organisation for Women (POWA)	Awareness raising and education. Participants for trainings, workshops, study tours etc. will be selected with respect of existing gender composition in the corresponding target audience. Whenever possible, gender balance will be ensured, with the minimum ratio of 35 % of underrepresented gender for one-gender-dominated target audiences.
Sustainable development	Agency for Sustainable Development	Setting policy in the related to the country's economic activities, including land use policy

Sector	Agency/department	Potential role in the project and rationale for involvement
		Information sharing

TABLE 2

24

## PART II: Strategy

### PROJECT GOAL, OBJECTIVE, OUTCOMES AND OUTPUTS/ACTIVITIES

8. **The project's goal** will be in line with LD Strategic Objective 4: Increasing capacity to apply adaptive management tools in SLM, contributing to outcome 4.1 Increased capacities of countries to fulfil their obligations in accordance with the provisions provided in the UNCCD (*indicator 4.1 Improved quality and timeliness of reporting compliance by countries*).

9. **The project objective** is to integrate Antigua and Barbuda obligations under the Convention to Combat Desertification and Degradation (UNCCD) into its national development and sectoral planning frameworks through an inclusive formulation and implementation of a country strategic investment framework for mobilizing resources for upscaling SLM; in line with the Ten Year UNCCD guidelines.

10. In order to achieve the above objective, two components (corresponding to GEF components) are expected from the project:

- Component 1 – NAP alignment.
- Component 2 – UNCCD Reporting and Review.

11. The Outcomes of the project, as well as the expected outputs and activities under those, are thoroughly described in the GEF proposal in **Annex 1**.

### PROJECT RISKS

*Table 2. Project Risks Assessment and Mitigation Measures*

IDENTIFIED RISKS	RISK ASSESSMENT	MITIGATION MEASURES
Delay in start-up of the project activities	L	The necessary institutional arrangements for this project will be initiated at an early stage before the official launch of the project
Low buy-in from the main stakeholders	L	A communication strategy will be developed at the initial stage of the project and organizations with a long-stand experience in public consultations will be involved.
Lack of political will to include vital areas in the strategy for fear of upsetting some part of society.	L	Sensible issues will be publicly consulted without a delay through a well-developed public awareness campaign
Difficulties in procuring good and services from the local companies	L	A procurement plan prepared at an early stage of the project preparation should mitigate the risk related to delayed procurement of services and goods.
Institutional complexity towards preparation of the NBSAP	Medium	Involvement of relevant institutions from Concept design Frequent communication to institutions on project progress
Poor Monitoring And Evaluation	Low	Outline of an M&E Framework for effective management and delivery of output
Human Resources	High	Target Specialists within local professional groups with the

IDENTIFIED RISKS	RISK ASSESSMENT	MITIGATION MEASURES
		specific skills for preparing strategic action plans
Stakeholder Relationships	High	Involvement of relevant stakeholders at an early stage of project development and execution
Adverse Public opinion/media intervention	Medium	Engage media to assist with effective public education and awareness
Implementation time frame	High	Immediate recruitment of required national and international consultants
Poor governance and accountability	High	Establish reporting and monitoring framework, with identified responsibilities for state and non-state accountability
Inadequate mainstreaming of land degradation into national planning and budgetary processes	Medium	The project will involve the relevant authority and illustrate the importance of land degradation for national development.

### **PART III: Management Arrangements**

12. The institutional and management arrangements for this project are described in the GEF proposal in **Annex 1** under the heading **Part II-C ‘Describe the Enabling Activity and Institutional Framework for Project Implementation Arrangements’** section **‘Project Management Arrangement’**.

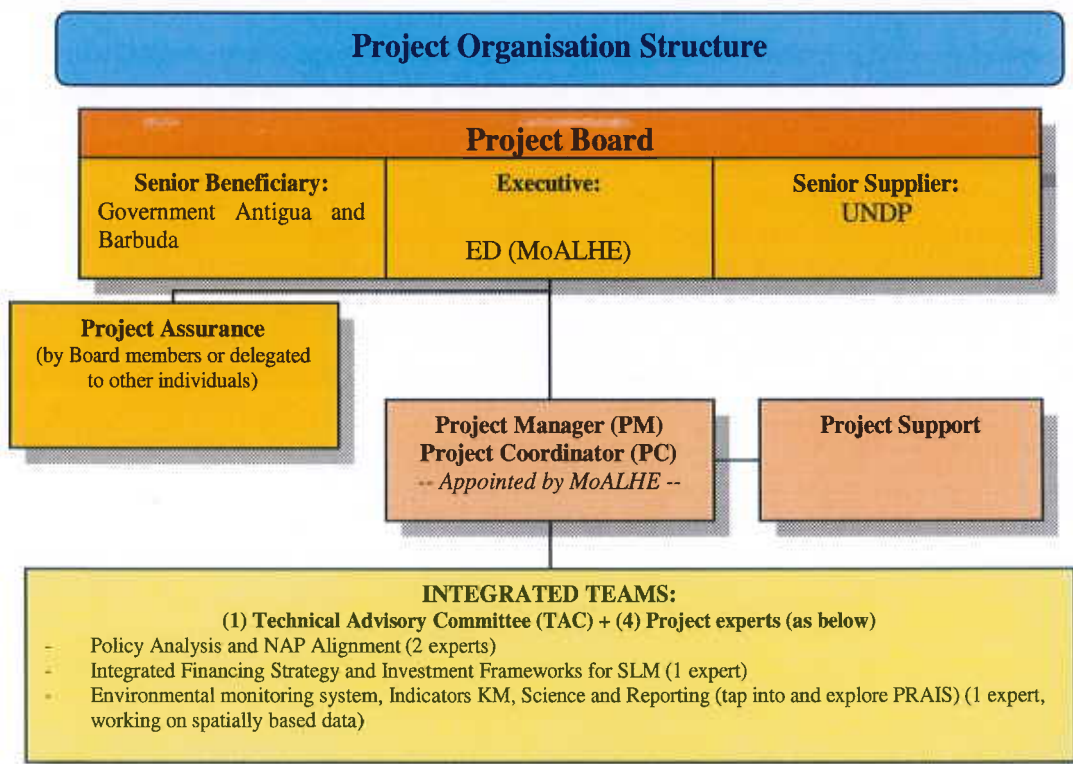
13. In the applicable descriptions in **Annex 1**, a Project Steering Committee (PSC), is proposed to serve as the project’s coordination and decision-making body. The Committee will equally function as the ‘Project Board’, as per guidance in UNDP’s Programme and Operations Policies and Procedures (POPP). The following will be the composition of the PSC for the project:

14. The PSC will include representation of all the key project stakeholders inclusive of Environment Division (ED) within the Ministry of Agriculture, Lands, Housing and Environment (MoALHE), UNDP. The Chair of the PSC will be determined by the Project Board at its first meeting, and secretariat functions will be carried out by ED. To ensure gender mainstreaming in the project the PSC will apply a uniform gender mainstreaming approach throughout all the project activities implementation in line with the provisions of participants for trainings, workshops, study tours etc. will be selected with respect of existing gender composition in the corresponding target audience. Whenever possible, gender balance will be ensured, with the minimum ratio of 35% of underrepresented gender for one-gender-dominated target audiences. The aim of gender mainstreaming it reduce the chances of negative impact on gender equity in land degradation policies and programmes being implemented.

15. Until the PSC has met and has deliberated, the following are the proposed TOR for the Committee:

- Provide policy and strategic oversight and support to the implementation of the project and of completing and submitting national reports to the UNCCD with full government endorsement.
- Advise and ensure stakeholder involvement.
- The PSC is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document
- Review and approve project’s annual work plans, as well as other project planning and implementation instruments.
- Provide inputs to the projects’ APR/PIR.
- Support project evaluations, if applicable
- Deliberate on the TOR and membership for other committees and working groups that are expected contribute to the implementation of project activities and the achievement of its outcomes.
- Any other relevant task as applicable.

16. Besides the roles and responsibilities of different stakeholders outlined in this PRODOC and in the approved proposal in **Annex 1**, the following project diagram represents the expected key relationships governing the project.



17. **Project Board** is responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual WorkPlan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

18. In order to ensure UNDP's ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international



competition. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP Project Technical Advisor.

19. **Project Coordinator:** The Project Coordinator (PC) has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. He/She will report to the Project Manager (PM), who will be a high level official nominated by the Environment Division of MoALHE, as will the PC (neither the PM nor the PC will be paid from the project funds, but will represent a Government 'grant' contribution to the Project). The Project Coordinator's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

20. **Project Support:** The Project Support role provides project administration, management and technical support to the Project Coordinator as required.

21. **Audit:** The project will be audited in accordance with the UNDP Financial Regulations and Rules and applicable audit policies.

22. **Direct Project Services:** The Government of Antigua and Barbuda shall request UNDP to provide direct project services specific to project inputs according to its policies and convenience. These services –and the costs of such services- are specified in the Letter of Agreement in Section IV, Part I. In accordance with GEF Council requirements, the costs of these services will be part of the executing entity's Project Management Cost allocation identified in the project budget. UNDP and the Government of Antigua and Barbuda acknowledge and agree that these services are not mandatory and will only be provided in full accordance with UNDP policies on recovery of direct costs.

## **PART IV: Monitoring and Evaluation Plan and Budget**

### **MONITORING AND REPORTING**

23. At the initial stage of the project, the project Monitoring and Evaluation system, composed of following components will be developed:

- a) Monitoring plan, with defined benchmarks, indicators and targets, based on results and resources framework to be developed by the NPD, TA and the working teams in consultation with relevant UNDP programme staff;
- b) Risk, issues and quality logs to be created by the PM;
- c) Quarterly project planning (with detailed activities and budget) and reporting to be conducted by the PMU;
- d) Quarterly project reporting and monitoring, conducted by the PMU and the Project Board (also to include risk and issues monitoring and development of lessons learned reports);
- e) Annual project planning (with general activities and budget) and reporting to be conducted by the PMU;

- f) Annual project review to be conducted by the Executive Board on the basis of monitoring reports and products prepared by the project (also to include proposal for eventual changes to the project strategy or even project revision)

24. All main reports will be compiled by the PMU and endorsed by the Project Board. Regular financial reports will be submitted to UNDP according to the UNDP financial rules and regulations. The M&E System should include standardized formats (aligned with UNDP procedures and formats) for the following documents:

- quarterly action plan
- quarterly progress report, including financial report
- quarterly monitoring report, including risk monitoring report
- quarterly lessons learned report
- annual action plan
- annual report, including financial report<sup>1</sup>
- the simplified Land Degradation Enabling Activities Annual Project Review / Project Implementation Report (APR/PIR)
- PMU monthly work plans and progress reports
- task reports
- final report, including lessons learned

#### **COMMUNICATIONS AND VISIBILITY REQUIREMENTS**

25. Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: [www.thegef.org/gef/GEF\\_logo](http://www.thegef.org/gef/GEF_logo). The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

26. Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08 Branding the GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

27. Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

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<sup>1</sup> Biodiversity Enabling Activities use an abridged

## **PART V: Legal Context**

28. This document together with the MCPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) and all MCPAP provisions apply to this document.

29. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

30. The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

31. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

32. The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

## SECTION II: Project Results Framework and GEF Increment

### PART I: Indicator Framework and Project Outputs

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions				
<p><b>Objective</b> – To integrate Antigua and Barbuda’s obligations under UNCCD into its national development and sectoral planning frameworks and align its NAP in a manner that is in line with UNCCD 10-Year Strategy and UNCCD reporting and review process</p>	<p>1. The inclusion of measurable LD targets into the following sectoral planning frameworks:</p> <table border="1" style="margin-left: 20px;"> <tr><td><input checked="" type="checkbox"/> Agriculture</td></tr> <tr><td><input checked="" type="checkbox"/> Forestry</td></tr> <tr><td><input checked="" type="checkbox"/> Water use</td></tr> <tr><td><input checked="" type="checkbox"/> Development Planning</td></tr> </table>	<input checked="" type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Forestry	<input checked="" type="checkbox"/> Water use	<input checked="" type="checkbox"/> Development Planning	No targets available	Target to be set during the stocktaking exercise	Approved UNCCD Annual budgets and work plans approved	<p><b>Risk:</b> Lack of support to the project objectives at the decision-making level.</p> <p><b>Assumption:</b> The significance of the alignment will be communicated to the stakeholder groups. Particularly, ownership of the processes of alignment and reporting/reviewing will be fostered among all stakeholders through their involvement in project workshops, working meetings and consultations, as well as activities of the project coordination bodies.</p>
<input checked="" type="checkbox"/> Agriculture									
<input checked="" type="checkbox"/> Forestry									
<input checked="" type="checkbox"/> Water use									
<input checked="" type="checkbox"/> Development Planning									
<b>EA Component 1: NAP alignment</b>									
<p><b>Outcome 1.1</b> – A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets</p>	<p><b>Key Outputs:</b></p> <p>1.1.1 Rapid stocktaking and review of relevant plans, policies and reports.</p> <p>1.1.2 Consultations for awareness raising.</p> <p>1.1.3 Review of existing NAP and priorities for alignment.</p> <p>1.1.4 Development of a communication and outreach strategy for the NAP implementation.</p>	<p>No priorities are set.</p>	<p>By the 5th month of the project, the stock-taking exercise is complete and the priorities are set.</p>	<p>- Project reports. - UNCCD National Report.</p>	N/A				

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
<p><b>Outcome 1.2 - Strengthening human and scientific capacity for NAP alignment.</b></p>	<p><b>Key Outputs:</b>            1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data            1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system            1.2.3. Developing and or reviewing indicators for NAP alignment and implementation taking into account national peculiarities            1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system            1.2.5. Creation of a national knowledge management system including useful traditional knowledge</p>	<p>Fragmentary framework exists.</p>	<p>By the 13th month of the project, the human and scientific capacity framework (incl. the monitoring and vulnerability assessment system, as well as the drought warning system) and a nation-wide LD knowledge management system are in place.</p>	<p>- Project reports.            - UNCCD National Report.            - Website of the Executing Agency and its lower organisations.</p>	<p><b>Risk:</b> Coordination failure due to lack of willingness of the key stakeholders:            - to build and maintain an effective cross-sectoral dialogue;            - to share responsibility for the NAP on combating desertification.   <b>Assumption:</b> In order to improve interaction and enhance cooperation among the key stakeholders, the project will conduct 2 workshops and a number of working meetings and consultations. In addition, this set of arrangements will give them a clear understanding of the project and raise their awareness of DLDD-issues. Representatives of the key stakeholder groups will be invited to join both the Project Board and UNCCD Implementation Working Group. It is expected that all this together will ensure continuous involvement of the stakeholders in the project and, thus, enhance their ownership for the NAP alignment and UNCCD reporting.</p>
<p><b>Outcome 1.3 - Establishing and strengthening the policy and institutional framework for NAP alignment and implementation</b></p>	<p><b>Key Outputs:</b>            1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations.            1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies.            1.3.3. Strengthening of national coordination structures            1.3.4. Building or firming up cross-sectoral institutional mechanisms</p>				

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
	<p>1.3.5. Development of a plan for NAP implementation</p> <p>4. Status of the policy and institutional framework for SLM.</p>	<p>The existing policy and institutional framework is out-of-date and doesn't meet new UNCCD standards.</p>	<p>By the 15<sup>th</sup> month of the project, the policy and institutional framework including the NAP implementation plan is in place.</p>	<p>– Project reports – UNCCD National Report. – Website of the Executing Agency. – NAP implementation plan itself.</p>	<p>[same as above]</p>
<p><b>Outcome 1.4.</b> - Establishing the finance and technology framework for NAP implementation</p>	<p><b>Key Outputs:</b></p> <p>1.4.1 Conducting a diagnosis financial of resources available for NAP implementation</p> <p>1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework</p> <p>1.4.3. Updating of NAP to accommodate priorities, including national targets for investment</p> <p>1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation</p>				
<p><b>EA Component 2: UNCCD Reporting and Review process</b></p> <p><b>Outcome 2.1</b> - Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment</p>	<p><b>Key Outputs:</b></p> <p>2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools</p> <p>2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken</p>		<p>By the 11<sup>th</sup> month of the project, the financial framework including the Integrated Financial Strategy (IFS) and Integrated Investment Framework (IIF) is submitted to MoALHE. The needs in technology transfer are identified.</p>	<p>– Project reports. – UNCCD National Report. – Website of the Executing Agency. – IFS and IIF themselves</p>	<p>[same as above]</p>

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
	6. Status of the data-gathering systems for the UNCCD reporting and NAP review processes.	No system exists.	By the end of the project, the data-gathering systems both for the UNCCD reporting and the NAP review process are in place.	- Project reports. - UNCCD National Report. - Website of the Executing Agency and its lower organizations.	[same as above]
<b>Outcome 2.2</b> - Preparing reports for the second leg of the fourth reporting and review process	2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows) 2.2.2. The report elaborated and endorsed via a national validation workshop 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements				
	7. Comprehensive National Report to UNCCD within the subsequent reporting and review cycle.	The subsequent National Report to UNCCD is not available at the moment.	By the end of 2014 the report is prepared and submitted to UNCCD Secretariat following the guidance on the reporting and review process 2012-2013 in the UNCCD's Performance Review and Assessment of Implementation System (PRAIS).	UNCCD website.	<u>Risk</u> : Late submission of the subsequent national report to the UNCCD Secretariat.  <u>Assumption</u> : A sound activity plan will be developed by the Project Board at an early stage of project initiation to make sure timely submission of the national communication.
<b>Outcome 2.3</b> - Enhancing national ownership of the reporting process	<b>Key Outputs:</b> 2.3.1 Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public				
	8. Capacities of national UNCCD Focal Point and relevant scientific institutions for the UNCCD reporting process	Institutional and individual capacities are very limited.	By the end of the project, the capacity of both the NFP's team and relevant scientific institutions is enhanced and they are capable enough to	- Project reports. - Questionnaire - Websites of the Executing Agency and its lower	N/A

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
			undertake necessary exercises for the reporting and reviewing processes on their own.	organisations	
<p><b>Outcome 2.4 - Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation</b></p> <p><b>Key Outputs:</b>  2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation</p>					
9. Effective harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation.	Scattered data from multiple sources.	By the end of the project, both the NFP's team and relevant scientific institutions are making use of harmonized indicator data and knowledge bases facilitating knowledge exchange, and the monitoring, reporting and review processes.	<ul style="list-style-type: none"> <li>- Project reports</li> <li>- Websites of the Executing Agency and its lower organisations</li> </ul>	N/A	

33. A detailed activity list and a chronogram of activities per output will be finalised during project inception.



## SECTION III: Total Budget and Workplan

<b>Award ID:</b>	00082564
<b>Project ID:</b>	00091426
<b>Award Title:</b>	PIMS 5340 [LD EA]

<b>Business Unit:</b>	BRB I0
<b>Project Title:</b>	Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda
<b>Implementing Partner (Executing Agency)</b>	Environment Division, Ministry of Agriculture, Lands, Housing and Environment - Antigua and Barbuda

GEF Component (Outcome)/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	ERP / ATLAS Budget Code	Atlas Budget Description	TOTAL Amount (USD)	Amount Year 1 (USD)	Amount Year 2 (USD)	Budget Notes	
1. NAP alignment	NEX	62000	GEF-10003	71300	Local Consultants	3,000	3,000	0	a	
	NEX	62000	GEF-10003	71300	Local Consultants	2,500	2,500	0	b	
	NEX	62000	GEF-10003	71300	Local Consultants	10,000	7,300	2,700	c	
	NEX	62000	GEF-10003	71300	Local Consultants	8,500	8,500	0	d	
	NEX	62000	GEF-10003	71600	Travel	5,451	3,417	2,034	e	
	NEX	62000	GEF-10003	72200	Equipment and Furniture	12,391	12,391	0	f	
	NEX	62000	GEF-10003	72500	Supplies	750	375	375	g	
	NEX	62000	GEF-10003	72800	Information Technology Equipment	7,000	7,000	0	h	
	NEX	62000	GEF-10003	75700	Training, Workshops & Conferences	10,281	5,766	4,515	i	
<b>GEF Subtotal Atlas Activity 1 (Comp 1)</b>						<b>59,873</b>	<b>50,249</b>	<b>9,624</b>		
<b>TOTAL ACTIVITY 1 (Comp 1)</b>						<b>59,873</b>	<b>50,249</b>	<b>9,624</b>		
2. UNCCD Reporting and Review process	NEX	62000	GEF-10003	71300	Local Consultants	19,500	0	19,500	d	
	NEX	62000	GEF-10003	71600	Travel	5,467	0	5,467	j	
	NEX	62000	GEF-10003	72500	Supplies	750	0	750	g	
	NEX	62000	GEF-10003	72800	Information Technology Equipment	11,891	0	11,891	h	
	NEX	62000	GEF-10003	74100	Professional Services	5,364	0	5,364	k	
	NEX	62000	GEF-10003	74200	Audio Visual&Print Prod Costs	12,282	8,291	3,991	l	
	NEX	62000	GEF-10003	75700	Training, Workshops & Conferences	10,500	0	10,500	i	
	<b>GEF Subtotal Atlas Activity 2 (Comp 2)</b>						<b>65,754</b>	<b>8,291</b>	<b>57,463</b>	
	<b>TOTAL ACTIVITY 2 (Comp 2)</b>						<b>65,754</b>	<b>8,291</b>	<b>57,463</b>	
3. Project Mgt	NEX	62000	GEF-10003	71600	Travel	4,000	2,000	2,000	m	
	NEX	62000	GEF-10003	72800	Information Technology Equipment	2,500	2,500	0	n	
	NEX	62000	GEF-10003	74100	Professional Services	2,825	0	2,825	o	
	NEX	62000	GEF-10003	74500	Miscellaneous Expenses	500	250	250	p	

NEX	62000	GEF-10003	74599	UNDP cost recovery chrgs-Bills	1,534	560	974	q
<b>GEF Subtotal Atlas Activity 4 (Proj Mgt)</b>					11,359	5,310	6,049	
<b>TOTAL ACTIVITY 4 (Project Management)</b>					<b>11,359</b>	<b>5,310</b>	<b>6,049</b>	
<b>SUB-TOTAL GEF</b>					<b>136,986</b>	<b>63,850</b>	<b>73,136</b>	
<b>GRAND TOTAL (in cash)</b>					<b>136,986</b>	<b>63,850</b>	<b>73,136</b>	

**Budget Notes**

a	National expert on priorities and framework for NAP alignment and implementation fees (lump sum \$3K / or approx. 5 weeks).
b	National expert on policy and framework for NAP alignment and implementation fees (lump sum \$2.5K / or approx. 10 weeks).
c	National expert on Integrated Financial Strategy AND Integrated Investment Framework fees (lump sum \$10K / or approx. 40 weeks).
d	National expert on environmental monitoring system, indicators & UNCCD reporting, knowledge management systems AND science & best practices fees (lump sum \$28,000K / or approx. 50 weeks) - 1/3 budgeted for in component 1 and 2/3 in component 2.
e	2 Local flights to Barbuda and travel in and around Antigua mainland.
f	Equipment to strengthen the national coordination structures for NAP alignment.
g	Office supplies.
h	Computer aided referral system that will serve as a tool to collect and store spatial and non-spatial data on land degradation to be included in the country's GIS-based system (Environmental Information Management and Advisory System - EIMAS) This will be used for UNCCD reporting purposes.
i	Workshops for public consultations - budget divided equally among the 2 components.
j	2 Local flights to Barbuda and travel in and around Antigua mainland.
k	Web-site will be created as a mechanism for LD and UNCCD related information dissemination aiming at the general public.
l	The production of the compendium on best practices to combat land degradation.
m	Travel costs for Project Coordination Unit.
n	Laptop, printer and computer peripherals for the Project Coordinator. Including a projector to facilitate consultations.
o	Fees designated for audit of project.
p	Bank charges, insurance, security costs and other miscellaneous expenses.
q	Transactional costs of the UNDP office.

## SECTION IV: ADDITIONAL INFORMATION

### PART I: Other agreements

#### ENDORSEMENT LETTER



#### GOVERNMENT OF ANTIGUA AND BARBUDA

Diann Black-Layne  
Chief Environment Officer and GEF NOFP  
Environment Division  
Ministry of Agriculture, Lands, Housing and the Environment  
#1 Prime Minister's Drive, Factory Rd. St. John's  
Antigua

12<sup>th</sup> September 2013

To: Ms. Adriana Dimu  
Executive Coordinator UNDP-GEF  
[adriana.dimu@undp.org](mailto:adriana.dimu@undp.org)

Ms. Naoko Ishii  
CEO for the Global Environment Facility  
[Gcoordination@thegef.org](mailto:Gcoordination@thegef.org)

**RE: Endorsement for the Land Degradation Enabling Activities project "Support NAP alignment and UNCCD Reporting in Antigua and Barbuda"**

In my capacity as GEF Operational Focal Point for Antigua and Barbuda, I confirm that the above project proposal (a) is in accordance with my government's national priorities, including the implementation of Antigua and Barbuda's NBSAP and our commitment to the relevant global environmental conventions, with focus on the CBD and its Strategic Plan (2011-2020); and (b) was discussed with relevant stakeholders, including the global environmental convention focal points.

I am pleased to endorse the preparation of the above project proposal with the support of UNDP as specified below. If approved, the project will be prepared and implemented by the Environment Division with support from relevant partner institutions and organizations. I request the UNDP to provide a copy of the project proposal for information before it is submitted to the GEF Secretariat for CEO approval, and of the UNDP project document (PRODOC) before signature.

The total financing from the GEF Trust Fund being requested for this project is US\$ 150,000.00 inclusive of Agency fees for project cycle management services associated with the total GEF grant.

Sincerely,

A handwritten signature in blue ink, appearing to read "D Black-Layne".

Diann Black-Layne  
GEF Operational Focal Point

Copy to: Convention Focal Point for UNCCD  
UNDP Resident Representative, Barbados

## LETTER OF AGREEMENT

### STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF ANTIGUA AND BARBUDA FOR THE PROVISION OF SUPPORT SERVICES

Ms. Diann Black-Layne  
Chief Environment Officer and GEF NOFP  
Environment Division  
Ministry of Agriculture, Lands, Housing and the Environment

Dear Ms. Black-Layne,

1. Reference is made to consultations between officials of the Government of *Antigua and Barbuda* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the *Standard Basic Assistance Agreement between the Government of Antigua and Barbuda and the United Nations Development Programme* signed at Antigua and Barbuda on August 26 1983 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the

provision of such support services detailed in the annex to the programme support document or project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Date: \_\_\_\_\_

Signed on behalf of UNDP  
*Stephen O'Malley*  
Resident Representative  
Barbados & the OECS



Date: <sup>not</sup> 2 Sept, 2014

For the Government  
*Diann Black-Layne*  
Chief Environment Officer and GEF NOFP  
Ministry of Agriculture, Lands, Housing and the Environment

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE), the institution designated by the Government of Antigua and Barbuda and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project PIMS N°5340 **Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda, "the Project"**.

2. In accordance with the provisions of the letter of agreement signed on *Date of signature (LOA)* and the *project document*, the UNDP country office shall provide support services for the *Project* as described below.

3. Support services to be provided:

<b>Support services* (insert description)</b>	<b>Schedule for the provision of the support services</b>	<b>Cost to UNDP of providing such support services (where appropriate)</b>	<b>Amount and method of reimbursement of UNDP (where appropriate)</b>
1. Procurement of services and equipment, and disposal/sale of equipment	During project implementation	Universal Price List	Support Services, up to a maximum amount of US\$1,534.00 for the life of the project, as per the Total Budget and Work Plan table in Section III of the Project Document.

\* UNDP direct project support services will be defined yearly, and for those executed during the period, direct project costs will be charged at the end of each year based on the UNDP Universal Pricelist (UPL) or the actual corresponding service cost

4. Description of functions and responsibilities of the parties involved:

The Environment Division (ED) within the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE) is the government institution responsible for the implementation of the project and will act as the Executing Agency. UNDP is the Implementing Agency for the project and accountable to the GEF for the use of funds. The project is nationally executed, in line with the NPFE submitted to the GEF.

The overall responsibility for the project implementation by the Environment Division implies the timely and verifiable attainment of project objectives and outcomes. The Environment Division will provide support to, and inputs for, the implementation of all project activities.

The Environment Division will nominate a high level official who will serve as the Project Manager (PM) for the project implementation and a Project Coordinator (PC) that will manage the

day-to-day activities of the project. The Permanent Secretary in the Ministry responsible for the Environment will chair the Project Management Committee (PMC) and be responsible for providing government oversight and guidance to the project implementation. The PM and PC will not be paid from the project funds, but will represent a Government 'grant' contribution to the Project. Technical Advisory Committee (TAC), which is already established to provide technical guidance for all the GEF projects being implemented in Antigua and Barbuda, consists of representatives from stakeholder agencies, including the private sector and NGOs. The TAC will provide technical guidance to the PC and the PM. No members of the TAC or PMC will be paid from the project and their contribution will also represent grant co-financing. UNDP will be represented on the PMC by the Deputy Resident Representative of UNDP Barbados and the OECS as well as the National UNDP Environment Focal Point.

A National Project Management Committee (PMC) will be convened by the Environment Division, and will serve as the project's coordination and decision-making body (Project Board). The PMC will include representation of UNDP Focal Point, the PS of Environment, The Deputy PS of the Ministry of Agriculture, a representative of the Ministry of Finance. The PM and the PC will attend these meetings. The PMC meetings will be chaired by the Permanent Secretary of the Ministry with responsibility for the Environment. It will meet according to the necessity, but not less than once on a monthly basis, to review project progress, approve project work plans and approve major project deliverables. The PMC is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

The day-to-day administration of the project will be carried out by a Project Management Unit (PMU), comprising a Project Manager (PM), Project Coordinator and Project Assistant, who will be located within the Environment Division's offices. The PMU will, with the support of the Project Assistant, manage the implementation of all project activities. The Project Manager will liaise and work closely with all partner institutions to link the project with complementary national programs and initiatives. The PM is accountable to the PMC for the quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The PM will also be technically supported by contracted national consultants. Recruitment of specialist services for the project will be done by the PMU, in consultation with the PMC.

UNDP will provide technical and operational support necessary for the implementation of activities and the results of this project, with constant support from the PMU. The UNDP office will ensure that all consultant contracts, purchase orders and contracts for company services are in compliance with UNDP standards and procedures. In those cases in which the UNDP Resident Representative has to sign the contracts mentioned above, UNDP will participate in the processes for selection and recruitment. UNDP will also provide advances payments to the project to make direct payments and maintain accounting and financial control of the project.

The project authorities will carry out the procurement and contracts for all purchases less than USD\$ 2,500. These minor operations shall comply with rules and procedures contained in the National Implementation Manual. According to the above, ownership of equipment, supplies and other property financed with project funds will be conferred to UNDP. Transfer of ownership rights shall be determined in accordance with the policies and procedures of UNDP. All goods will be considered UNDP property for the following five years since purchased.

UNDP will assist in the administration of funds provided by GEF and UNDP itself. UNDP will be able to assist in the management of any other additional fund for co-financing this project. These arrangements will be included in the relevant Memorandum of Understanding. Contributions will be subject to internal and external audits established in UNDP rules and financial regulations.

## PART II: Terms of References for key project staff

### TOR Background for the National Project Coordinator post

To integrate Antigua and Barbuda's obligations under UNCCD into its national development and sectoral planning frameworks and align its NAP in a manner that is in line with UNCCD 10-Year Strategy and UNCCD reporting and review process.

The Ministry of Agriculture, Lands, Housing and Environment would like to contract a qualified candidate for the above mentioned post for the period of maximum 2 years. The contract will be performance-based and yearly renewable based on a positive assessment of the incumbent's performance. Terms and conditions of service linked to type of proposed contract will apply.

### PROJECT COORDINATOR

<b>Location:</b>	Antigua and Barbuda
<b>Application Deadline:</b>	[30 days after publication]
<b>Category</b>	Environment and Energy
<b>Type of Contract:</b>	Government of Antigua & Barbuda Contract. Paid through GoA&B funds.
<b>Languages Required:</b>	Written English; good oral command of [second language, if applicable] is a plus
<b>Starting Date</b> (date when the selected candidate is expected to start):	[date]
<b>Duration of Initial Contract:</b>	One year renewable up to 6 months.
<b>Expected Duration of Assignment:</b>	18 months

### Duties and Responsibilities

To undertake the general administrative requirements of the project, including those related to project management and funding. The key tasks are:

- To ensure that project Objective, Outcomes, Outputs and Activities are executed in a timely and appropriate manner.
- To develop annual work plans and budgets, and submit these to the Project Coordinating Committee (PCC) and to the UNDP Representative for approval.
- To develop TORs for Consultants for technical services, consultants, experts, and



specifications of materials as required by the project, in communication with the Project Manager/UNDP.

- To facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the PCC.
- To organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, trips, and other project related activities.
- To establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project.
- To provide timely reporting of project status as required by the PCC and the UNDP.
- To maintain records of PCC meetings, decisions, actions etc.
- To coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives.
- To carry out the estimation of the current state of measures for combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the national strategic documents;
- To generalize the results of activities of the experts and to develop on their basis the proposal on conformity of the available national data in the context of the requirements to bring to NAP alignment and to 10-year Strategy UNCCD, including the system of indicators;
- To carry out the coordination of activities of the national experts in preparing and drawing up the National report on the UNCCD implementation within the frameworks of the 4th cycle of the reporting;
- To analyse the condition and develop the proposals for perfecting scientific support and application of traditional knowledge in the practice of solving the problems of a sustainable land management, including the questions of combating the degradation of the lands/soils;
- To define the content of programs of the scheduled seminars for the purpose of the fullest and all-round discussions and development of constructive proposals within the framework of the project tasks, to act the part of a moderator when carrying out the working seminars;
- To carry out the coordination of activities of the national experts for the preparation of the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda and measures to combat it.

### **Competencies**

- Writes clearly and convincingly.
- Focuses on achieving results
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently
- Shares knowledge and is willing to provide support to others who request advice or help
- Works toward creative solutions by analyzing problems carefully and logically
- Demonstrates sufficient technical knowledge to perform effectively in own specialty
- Leads and supports team decisions
- Maintains strong relationships with partners and clients

- Facilitates meetings effectively and efficiently and to resolve conflicts as they arise

### Required Skills and Experience

#### Core skills:

- Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

#### Required experience:

- **Advanced university education (Masters or PhD)** with expertise in the area of environmental or natural sciences, economics, social sciences, management and with a specialization profile in land degradation issues;
- At least 5 years of professional experience at a senior level.
- Strong skills in monitoring and evaluation, and experience in implementing environmental projects;
- Previous experience with GEF projects is an added plus;
- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants;
- Be an effective negotiator with excellent oral and presentation skills;
- Excellent writing skills in English;
- Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda

## PROJECT CONSULTANTS

<b>Location:</b>	Antigua and Barbuda
<b>Application Deadline:</b>	[30 days after publication]
<b>Category</b>	Environment and Energy
<b>Type of Contract:</b>	Individual Contracts (UNDP)
<b>Languages Required:</b>	Written English; good oral command of [second language, if applicable] is a plus
<b>Starting Date</b> (date when the selected candidate is expected to start):	[date]
<b>Duration of Initial Contract:</b>	Please see table below for estimated duration of each contract.
<b>Expected Duration of Assignment:</b>	Please see table below for estimated duration of each contract.

Consultant	Number of weeks	Deliverables
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Consultant	Number of weeks	Deliverables
Expert on policy and framework for NAP alignment and implementation	10	<ul style="list-style-type: none"> <li>• carries out the estimation of the current state of measures of combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the regional and sectoral plans and projects;</li> <li>• prepares proposals for introduction of NAP priorities in the documents of regional and sectoral planning;</li> <li>• develops a complex of activities for overcoming the institutional and social and economic barriers interfering with the realization of NAP;</li> <li>• prepares the plan of carrying out and takes part in the seminar for NAP alignment and implementation;</li> <li>• develops the proposals for filling the section of knowledge management system with the view of implementation of UNCCD (KMS), concerning NAP alignment and implementation;</li> <li>• develops the section concerning NAP implementation scheme in the illustrated monography.</li> </ul>
Expert on (i) Integrated Financial Strategy AND (ii) Integrated Investment Framework	40	<p>Task (i)</p> <ul style="list-style-type: none"> <li>• carries out the analysis of the Country's budget for co-financing the activities connected with SLM;</li> <li>• carries out the analysis of disposable national financial resources for NAP implementation and makes the proposals to increase the efficiency of their use;</li> <li>• develops the program and together with other experts holds an adjusting seminar for working out the projects of the Integrated Financing Strategy (IFS) and Integrated investment framework (IIF);</li> <li>• develops the methodology, approaches and recommendations about IFS project;</li> <li>• develops IFS project together with other experts;</li> <li>• develops a complex of activities for overcoming the financial barriers interfering with NAP implementation;</li> <li>• develops the program and holds the final seminar on acceptance of IFS and IIF projects;</li> <li>• prepares the proposals for filling the section of knowledge management system, concerning the financial sources of NAP implementation;</li> <li>• prepares the section in the illustrated monography concerning the financial provision of activities for combating the degradation of the lands/soils.</li> </ul> <p>Task (ii)</p> <ul style="list-style-type: none"> <li>• analyzes disposable financial resources of the international, non-state and private foundations for realization of projects on combating the degradation of the lands;</li> <li>• develops the proposals for attraction of financial aid from the international donors for NAP implementation;</li> <li>• participates together with other experts as a lecturer at an adjusting seminar for working out of IFS and IIF projects;</li> <li>• analyzes the Investment programs of the development of Antigua and Barbuda for 2013-2018 and administrative areas and the extend of their conformity with the priorities of NAP implementation;</li> <li>• develops the methodology, approaches and recommendations concerning IIF project;</li> <li>• develops a complex of activities for overcoming the investment barriers interfering with NAP implementation;</li> <li>• participates in working out the program and holding the final seminar with the object of approving IFS and IIF projects.</li> </ul>
Expert on: (i) environmental monitoring system, (ii) indicators for	50	<p>Task (i)</p> <ul style="list-style-type: none"> <li>• carries out the analysis of the existing national monitoring system of the lands/soils and its provision with the normative legal and normative technical bases;</li> <li>• analyses and develops the proposals for estimation of the</li> </ul>

Consultant	Number of weeks	Deliverables
<p>NAP implementation and UNCCD reporting, (iii) knowledge management system AND (iv) science and best practices</p>		<p>representativeness of the network of ranges for supervision over various kinds of degradation of the lands/soils;</p> <ul style="list-style-type: none"> <li>• reveals the existing problems and unresolved questions in the field of monitoring of the lands/soils pursuant to the problems of 10-year Strategy UNCCD;</li> <li>• proposes the measures of institutional, scientific, organizational-technical character destined for the optimization of the network of ranges for supervision, for the improvement of functioning of monitoring system of the lands/soils, and also for perfecting the information data delivery to the State management bodies, scientific organizations, land users, public organizations;</li> <li>• prepares the proposals for filling of knowledge management system section, concerning the monitoring information;</li> <li>• proposes together with other experts the system of biophysical and social and economic indicators of UNCCD implementation according to 10-year Strategy UNCCD;</li> <li>• prepares the section devoted to the organization, conducting, structure, content and application of the results of monitoring of the lands/soils, for the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda;</li> <li>• presents the results of monitoring of the lands/soils and proposed measures for its perfection at working seminars;</li> <li>• develops the proposals for long-term monitoring of UNCCD implementation.</li> </ul> <p>Task (ii)</p> <ul style="list-style-type: none"> <li>• carries out the analysis of the existing national indicators of influence and effectiveness in the context of reporting requirements and 10-year Strategy UNCCD;</li> <li>• defines the most priority indicators according to the features of display of biophysical processes of the land degradation and social and economic conditions of land tenure in Antigua and Barbuda;</li> <li>• develops with the interested parties the program of training on reporting methodology and procedure of information gathering for preparation of the National reporting;</li> <li>• proposes the national system of indicators providing the estimation of NAP implementation progress and preparation of the National report according to the regulations of 10-year Strategy UNCCD;</li> <li>• defines conceptual approaches to harmonization of knowledge databases and the data by the indicators of GEF, Rio Conventions, FAO, CARICOM, UN-ECLAC and other databases of the regional/international organizations;</li> <li>• presents the developed system of effectiveness indicators at the final seminar and carries out their generalization for the inclusion in the National report;</li> <li>• prepares the section of indicators of NAP effectiveness for the illustrated monography.</li> </ul> <p>Task (iii)</p> <ul style="list-style-type: none"> <li>• develops web site of UNCCD implementation in Antigua and Barbuda;</li> <li>• develops the reference system on UNCCD implementation, including the traditional knowledge, examples of the best practice, etc;</li> <li>• prepares the proposals for guaranteeing the data inflow into reference system and their use for drawing up reporting;</li> <li>• together with other experts provides qualitative filling and regular updating of the data in the information system for the purpose of their placing on the national web site of UNCCD;</li> <li>• carries out the electronic filling and presentation of the National report to UNCCD secretary through PRAIS system;</li> </ul>

Consultant	Number of weeks	Deliverables
		<ul style="list-style-type: none"> <li>• informs the interested parties of the structure and functioning of the developed information system and represents at the final seminar;</li> <li>• prepares section of knowledge management system in the illustrated monography.</li> </ul> <p>Task (iv)</p> <ul style="list-style-type: none"> <li>• provides the scientific analysis of the data and gives the estimation of their quality for preparation of the National report;</li> <li>• defines the national priorities in the directions of combating the degradation of the lands/soils and their presentation in the national reporting on UNCCD;</li> <li>• together with other experts proposes the perspective system of the national biophysical and social and economic indicators of degradation of the lands/soils;</li> <li>• prepares the report on the interested parties estimation of the involved in the process of UNCCD reporting;</li> <li>• takes part in the seminars and presents the results of examples of the best practice for the purpose of its distribution;</li> <li>• carries out the expert appraisal of the data quality used when preparing the National report;</li> <li>• prepares proposals and materials for filling of knowledge management system sections, concerning the part of scientific support and examples of the best practice;</li> <li>• prepares the section concerning the best practice and the science contribution in UNCCD implementation in the illustrated monography.</li> </ul>
Expert on priorities and framework for NAP alignment and implementation	5	<ul style="list-style-type: none"> <li>• prepares the report on the regulations of 10-year Strategy UNCCD, approaches and methodology for NAP alignment;</li> <li>• collects the information and analyzes the global, regional and subregional priorities in the field of a sustainable development in the context of UNCCD;</li> <li>• generalizes the information and prepares the proposals on the system of indicators and basic levels for the progress estimation UNCCD implementation;</li> <li>• develops the proposals on the structure of knowledge management system for providing a constant process of estimation of NAP implementation on the basis of the analysis of available international experience</li> <li>• participates as a lecturer at the national seminar with a view to establish the priorities for NAP alignment, develop a system of indicators for assessing the progress in NAP implementation and to establish basic levels.</li> </ul>

## Project Annexes

### Annex 1. Approved GEF proposal for LD EA (Headings Overview on page 4)



## REQUEST FOR LAND DEGRADATION ENABLING ACTIVITY PROPOSAL FOR FUNDING UNDER THE GEF TRUST FUND

### PART I: PROJECT IDENTIFIERS

EA Title:	<b>Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda</b>		
Country(ies):	Antigua and Barbuda	GEF Project ID:	t.b.d.
GEF Agency(ies):	UNDP	GEF Agency Project ID:	5340
Other Executing Partner(s):	Environment Division, Ministry of Agriculture, Lands, Housing and Environment - Antigua and Barbuda	Submission Date:	19 March 2014
GEF Focal Area (s):	Land Degradation	Project Duration (Months)	18
Check if applicable:	NCSA <input type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	13,014

### E. EA FRAMEWORK

**EA Objective:** To integrate Antigua and Barbuda's obligations under UNCCD into its national development and sectoral planning frameworks and align its NAP in a manner that is in line with UNCCD 10-Year Strategy and UNCCD reporting and review process

EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
1. NAP alignment	TA	1.1 Stocktaking, assessment and awareness raising	1.1.1. Rapid stocktaking and review of relevant plans, policies and reports 1.1.2. Consultations for awareness raising 1.1.3. Review of existing NAP and priorities for alignment 1.1.4. Development of a communication and outreach strategy for the NAP implementation.	59,873	130,000
		1.2 Strengthening human and scientific capacity for NAP alignment	1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data 1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system 1.2.3. Developing and or reviewing indicators for NAP alignment and implementation taking into account national peculiarities 1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system 1.2.5. Creation of a national knowledge management system including useful traditional knowledge		
		1.3. Establishing and strengthening the policy and institutional framework for NAP alignment and implementation	1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations, 1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies. 1.3.3. Strengthening of national coordination structures 1.3.4. Building or firming up cross-sectoral institutional mechanisms 1.3.5. Development of a plan for NAP implementation		
		1.4. Establishing the finance and technology framework for NAP	1.4.1 Conducting a diagnosis financial of resources available for NAP implementation		

EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
		implementation	1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework 1.4.3. Updating of NAP to accommodate priorities, including national targets for investment 1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation		
2. UNCCD Reporting and Review process	TA	2.1. Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment	2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools 2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken	65,754	118,000
		2.2. Preparing reports for the second leg of the fourth reporting and review process	2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows) 2.2.2. The report elaborated and endorsed via a national validation workshop 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements		
		2.3. Enhancing national ownership of the reporting process	2.3.1 Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public		
		2.4 Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation	2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation		
Subtotal				125,627	248,000
EA Management Cost <sup>2</sup>				11,359	32,000
<b>Total EA Cost</b>				<b>136,986</b>	<b>280,000</b>

<sup>a</sup> List the \$ by EA components.

#### F. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
Bilateral Aid Agency	Regional Marine Pollution Emergency, Information and Training Center for the Wider Caribbean Region (REMPEITC-Carib)	Grant	50,000
Local Government	Government of Antigua and Barbuda	Grant	80,000
Bilateral Aid Agency	Global Climate Change Alliance (GCCA) Caribbean	Grant	150,000
<b>Total Co-financing</b>			<b>280,000</b>

<sup>2</sup> This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources.

## G. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY

GEF Agency	Type of Trust Fund	Focal Area	Country Name/Global	EA Amount (a)	Agency Fee (b)	Total (c)=(a)+(b)
UNDP	GEF TF	Land Degradation Set Aside	Antigua and Barbuda	136,986	13,014	150,000
<b>Total Grant Resources</b>				136,986	13,014	150,000

## H. EA MANAGEMENT COST

Cost Items	[GEF only] Total Estimated Person Weeks/Months	Grant Amount (\$)	Co-financing (\$)	EA Total (\$)
Local consultants*	70	7,000.00	27,000	34,000
International consultants*	0	0	-	-
Office facilities, equipment, vehicles and communications			5,000	5,000
Travel				
Others – Audit		2,825.00		2,825.00
DPS		1,534.00		1,534.00
<b>Total</b>		<b>11,359.00</b>	<b>32,000</b>	<b>43,359.00</b>

\* Details to be provided in Annex A.

### ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:

If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here:

No such costs are requested from GEF. Further information on the cost breakdown is found in the Total Budget and Work Plan in Annex.

## PART II: ENABLING ACTIVITY JUSTIFICATION

### A. ENABLING ACTIVITY BACKGROUND AND CONTEXT (Provide brief information about projects implemented since a country became party to the convention and results achieved):

A Multilateral Environmental Agreement (MEA) is a legally binding agreement between three or more states relating to the environment. They are predominantly produced by the United Nations. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) has been the sole international MEA linking environment and development to sustainable land management. The term "Desertification" means land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors, including climatic variations and human activities. Most areas of Antigua and Barbuda would be considered to fall within the range of semi-arid or dry sub-humid environments and from the limited information available for evapotranspiration values, these would put the ratio of precipitation to ET at about 0.57 for an average year, which is at the wetter end of the dry sub-humid range. The real issue is therefore about problems of land degradation in Antigua and Barbuda. Land degradation can be further described as consisting of reduction or loss of the biological or economic productivity of rain-fed or irrigated land used for crops, or range, pasture, forest or woodlands, which results from land uses or human actions, or combinations thereof. This is a process that has been occurring in Antigua and Barbuda for some time now.

A decision was taken at the tenth meeting of the Conference of the Parties (COP 10) of the UNCCD that urged parties to access Global Environment Facility (GEF) funding available for enabling activities, in accordance with GEF procedures, to meet their reporting and alignment obligations under the Convention. In GEF-5, all eligible parties will have access to GEF resources, up to US\$150,000 to finance activities related to alignment of National Action Programs (NAPs) with the UNCCD 10-Year Strategy (i.e. NAP Alignment) and reporting process, as per obligations to the UNCCD. The Expected Outputs are:

- (iii) Updated NAPs and
- (iv) National reports.

*The GEF-5 strategy in the Land Degradation Focal Area has the following high-level goal:*

To contribute to arresting and reversing current global trends in land degradation, specifically desertification and deforestation. This



will be accomplished by promoting and supporting effective policies, legal and regulatory frameworks, capable institutions, knowledge sharing and monitoring mechanisms, together with good practices conducive to sustainable land management (SLM) and the generation of environmental benefits globally while promoting national results for environmental, social and economic stability. The four main Global objectives contributing to this focal area's goals are:

- Maintain or improve flows of agro-ecosystem services to sustain the livelihoods of local communities;
- Generate sustainable flows of forest ecosystem services in arid, semi-arid and sub-humid zones, including sustaining livelihoods of forest-dependent people;
- Reduce pressures on natural resources from competing land uses in the wider landscape;
- Increased capacity to apply adaptive management tools in SLM.

#### ***Project's consistency with National Strategies, Plans, Reports and Assessments under the UNCCD***

NAPs are the key instruments to implement the Convention. The NAPs are developed through a participatory approach involving various stakeholders, including relevant governmental offices, scientific institutions and local communities. They spell out the practical steps and measures to be taken to combat desertification, and by extension land degradation, in specific ecosystems.

Antigua and Barbuda plans to achieve this by first of all reviewing the previous NAP and other relevant policy documents. One such document is the National Physical Development Plan (NPDP), which was updated and approved in parliament under the Antigua and Barbuda GEF full-sized project - Sustainable Island Resource Management Mechanism (SIRMM) Project. This document needs to be updated every five years and the present project will assist with its review and update.

The components of this project contribute directly to the implementation of SIRMM outcomes 1 (develop and put in place a sustainable island resource management zoning plan - SIRMMZP) and 2 (easy access to information for environmental management - EIMAS). The SIRMM project commissioned the review and update of the NPDP and the creation of the EIMAS; which will be built upon in this present project. In addition, the National Environmental Management Strategy (NEMS) and SDG principles of environmental sustainability will be documents that will assist in taking this process forward. Furthermore, this project will also focus on the reporting and review process required by the Convention.

#### ***Stakeholder involvement and public participation***

This present project will work along with the relevant stakeholders in collecting data and uploading it into the country's GIS-based system – the Environmental Information Management and Advisory System (EIMAS). This data, which will be collected within the government agencies, will be used to update the NPDP and hence eliminate the need to hire additional consultants. Other relevant national plans, policies and reports will also be reviewed in an effort to develop a NAP that is aligned with national priorities.

Additional stakeholders will include Civil Society Organizations (CSOs) and non-governmental organizations (NGOs) such as the Environmental Awareness Group, the Bendals' Community Group, John Hughes Community group and the Gilbert Agricultural Rural Development Centre. These groups have worked in the past on watershed restoration, soil conservation and other types of sustainable land management practices. They will be consulted throughout the implementation of the project to contribute their experiences on the various subject matters. Also, the Antigua and Barbuda branch of The Red Cross will be included in the consultations; having recently embarked on GIS mapping exercises in various communities in the country. One invaluable asset that these groups possess is their large memberships. They will be able to participate in the training exercises and with the knowledge gained will also be able to contribute to data collection.

#### **B. ENABLING ACTIVITY GOALS AND OBJECTIVES** (The proposal should briefly justify the need for the project.)

Antigua and Barbuda is a signatory to the UNCCD and the production of this strategy and report is a mandatory international obligation. National action programmes (NAPs) are the key instruments to implement the UNCCD. The UNCCD country Parties are required to align their action programmes, as well as other relevant implementation activities relating to the Convention, to the UNCCD's 10-Year Strategy. Since the adoption of the Strategy in 2007, many countries have started the process of aligning their national action programmes, in addition the alignment of the sub-regional and regional action programmes has also been initiated.

The main objective of this project is to ***Increase capacity to apply adaptive management tools in Sustainable Land Management (SLM)*** which is aligned with Land Degradation Focal area (LDFA) Objective 4 (mentioned in the previous section).

This objective is intended to aid Antigua and Barbuda in national monitoring and reporting to UNCCD in the context of supporting the national and regional SLM agenda and the development of new tools and methods for better addressing the root causes and impacts of land degradation. Relevant actions that are the focus of this objective include:

- iii. Results-monitoring of UNCCD action programs and
- iv. Alignment of national reporting with revised UNCCD action programs in the context of the UNCCD 10-year strategy.

**C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION** (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A ).

This project is aimed at developing a strategic approach to Sustainable Land Management. This will be accomplished through the revision of the National Action Plan (NAP) for the UNCCD, aligning the NAP with the UNCCD 10-Year Strategy and creating provisions to facilitate the reporting and monitoring processes required by the Convention. The UNCCD 10-Year Strategy outlines five Operational Objectives (OO) that are all substantially addressed in this project. The first OO (advocacy, awareness-raising and education) is addressed in Outcome 1.1; the second OO (policy framework) in Outcome 1.3; the third OO (science, technology and knowledge) in Outcome 1.2; the fourth OO (capacity building) also in Outcome 1.2 and the fifth OO (financing and technology transfer) in Outcome 1.4. The activities to be realized under each outcome are explicitly detailed below. Also, it is noteworthy to mention that the Strategic Objectives of the UNCCD 10-Year Strategy will be addressed specifically when complementing the work already completed on the National Physical Development Plan (NPDP). This is explained more in detail in the descriptions of activities planned for each outcome. The NPDP and, in greater extent, the NAP will outline how the living conditions of affected populations will be improved; how the conditions of affected ecosystems will be improved; how resources to support implementation of the plan will be mobilized and how all this will contribute to generating global benefits. In summary, aligning the NAP to the NPDP is in effect aligning the NAP to the UNCCD 10-Year Strategy.

**Component 1. NAP alignment**

**Outcome 1.1: Stocktaking, assessment and awareness raising.**

This Outcome will be achieved by means of the following outputs:

*Output 1.1.1. Rapid stocktaking and review of relevant plans, policies and report*

This first output of the project will be focused on reviewing relevant policy documents. It will complement the work that has been done so far on the GEF-funded Sustainable Island Resource Management Mechanism (SIRMM) project, which is being executed by the National Executing Agency (EA). One such document is the NPDP, which was reviewed and updated under the SIRMM project. This present project will allow for continued revision of that document and will work towards mainstreaming the NPDP into national priorities. There will also be review of other relevant national plans, policies and reports. This review process will also be incorporated into the School Education Awareness Program (EAP) headed by the Environment Division. The EAP comprises of a group of Environmental Cadets in each school in the country at the primary, secondary and tertiary levels.

*Output 1.1.2. Consultations for awareness-raising*

This output will complement the previous, in that, the public will be made a part of the process through consultations. These will include technical and public consultations to bring awareness of the process. The technical consultations will be among the technical staff from relevant sectoral agencies and the public consultations will be held in various communities in the country. At these consultations, the participation from Civil Society Organizations, Non-governmental Organizations and the public at large will be greatly encouraged. Their input into the process will be taken into consideration throughout this entire process and their voice will be heard.

*Output 1.1.3. Review of existing NAP and priorities for alignment*

The main activity planned for this first output is to engage stakeholders and technical advisory panels to review the existing NAP and its priorities for alignment. These panels will be tasked with developing the existing NAP.

*Output 1.1.4. Development of a communication and outreach strategy for the NAP implementation*

This output will focus on integrating the results of the previous outputs into the overall national communication strategy for MEAs that has already been developed and managed by the EA. (see institutional arrangements below)

**Outcome 1.2: Strengthening human and scientific capacity for NAP alignment.**

*Output 1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data*

The activities relating to this output will be geared towards the capacity building for the NPDP which it is anticipated will be the focal area of the national NAP strategy and the mechanism by which the country will implement the UNCCD 10 year strategy. These activities will include training of relevant technical staff and stakeholders in the sustainable management of land and other environmental resources in the country. The GEF-funded SIRMM project had commissioned the creation of a national GIS system (Environmental Information Management and Advisory System – EIMAS). The primary goal of the GIS EIMAS is to assist government agencies in the access of up-to-date data on specific environmental indicators. This project will allow for additional training in the usage and management of this GIS tool.

*Output 1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system*

This output will also make use of the EIMAS system, however the focus will be to develop specific GIS applications that will allow for the accurate assessment and management of the land resources within the country. One such application will be geared towards drought assessment and warning. Technicians participating in these training will take the skills back to their respective agencies where they will further train their colleagues. One product of these trainings will be updated layers for the EIMAS. In addition, the collaboration of the participating agencies will be improved by creating an inter-office database network that will house information for all the indicators for all the MEA's.

*Output 1.2.3. Developing and/or reviewing indicators for NAP alignment and implementation taking into account national peculiarities*  
This particular output will focus on the development and review of the indicators for NAP alignment. This will involve the cooperation of all the relevant technical staff and stakeholders. Included in this activity will be the review of other national indicators developed under other MEAs, for example the biodiversity and chemical indicators.

*Output 1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system*  
The activities under this output will include the identification of methodologies and sites for data collection. This will be geared towards establishing national observatory sites that will be able to be used as demonstration sites for mitigation measures. In addition to this, assessments will be made on these sites to determine the vulnerability to natural hazards. Once these have been accomplished, a monitoring system will be developed with the aid of input from the relevant staff and stakeholders.

*Output 1.2.5. Creation of a national knowledge management system including useful traditional knowledge*  
The previously mentioned activities will collectively guarantee the creation of a knowledge information system. This process will also include developing a system that will be sustainably managed under the project.

### **Outcome 1.3: Establishing and strengthening the policy and institutional framework for NAP alignment and implementation**

*Outputs 1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations*

In this phase, synergies will be created with the national NAP focal area. The main activity will be to plan sectoral consultations to identify and establish priorities in the context of agency-specific goals.

*Output 1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies*  
This phase will also prioritize the mainstreaming of relevant activities within the appropriate agencies. Once this has been accomplished, the project will then attempt to mainstream the priorities into the relevant sectoral policies. This would involve collaboration with Ministries and agencies in the strengthening of their individual policies, for example; Ministry of Finance and their Financial Strategy, Development Control Agency and their NPDP, Ministry of Social Transformation and their National Poverty Reduction Strategy etc.

*Output 1.3.3. Strengthening of national coordination structures*  
Under this output, the project will endeavor to provide for Cabinet endorsement to ensure that the National Coordinating Mechanism becomes a permanent arrangement for the implementation of this and all MEA's. This will need to be taken to consultations to assure the necessary support.

*Output 1.3.4. Building or firming up cross-sectoral institutional mechanisms*  
Establishing a permanent cross-sectoral technical committee/unit for the implementation of all MEA projects will be the focus in this output. Presently, there is a unit that is in effect to provide technical assistance in implementing the activities of the GEF-funded SIRMM project. This, or a similar structure one, needs to be a permanent fixture to ensure continuity of all project related activities.

*Output 1.3.5. Development of a plan for NAP implementation*  
The final output in this outcome will be the development of a plan for NAP implementation. The cross-sectoral technical committee/unit created in the previous output will have the responsibility of developing a scheduled time-frame for the execution of the NAP

### **Outcome 1.4: Establishing the finance and technology framework for NAP implementation.**

*Output 1.4.1. Conducting a diagnosis financial of resources available for NAP implementation*  
The first activity under this outcome will be to conduct a financial diagnosis to identify what resources are available for NAP implementation. The work-programs of all the relevant agencies will be reviewed and assessed to identify if any budgetary allocations exist for the execution of the NAP.

*Output 1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework*

Taking the previous output into consideration along with the already existing Sustainable Financing Mechanism that exists for Biodiversity, the Integrated Financial Strategy and the Integrated Investment Framework will then be developed.

*Output 1.4.3. Updating of NAP to accommodate priorities, including national targets for investment*

This output will incorporate national priority targets into the NAP. One such consideration that will be used will be the Agriculture Policy. However, cross-sectoral technical committee/unit will provide recommendations to guide this process.

*Output 1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation*

The final activity in this outcome will be to review the technological requirements for the efficient implementation of the NAP and to develop a five-year plan to acquire this.

## **Component 2. Reporting and Review process**

### **Outcome 2.1: Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment.**

*Output 2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools*

One of the first activities in this output will include developing training guidelines for indicator-based reporting to ensure that the reporting process complies with the standard requirements of the Convention. Once this has been accomplished, the relevant stakeholder training in the reporting methodologies, procedures and tools will then proceed.

*Output 2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken;*

The EA will guarantee the establishment of a data gathering and knowledge management system for the reporting and review process. This will be accomplished through the formation of an inter-agency network that will exchange information and provide support to each other. The EA will serve as the reference center for acquiring further knowledge and know-how on UNCCD reporting and will be responsible for the maintenance of this system. There will be constant monitoring to ensure that the quality of data that is submitted will be in accordance with the standards established by the Convention.

### **Outcome 2.2: Preparing reports for the second leg of the fourth reporting and review process.**

*Output 2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows)*

The consultative processes will involve establishing a committee of technical officers from the relevant stakeholders. This committee will participate in workshops planned for the launch of the reporting process.

*Output 2.2.2. The report elaborated and endorsed via a national validation workshop*

After the data has been collected and compiled by the relevant stakeholders then the draft report will be prepared. This compilation of data will then be presented to the committee before being formally submitted through the PRAIS portal.

*Output 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements*

The EA will be the agency responsible to submit the data gathered throughout the processes described above via the PRAIS portal.

### **Outcome 2.3: Enhancing national ownership of the reporting process.**

*Output 2.3.1 Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda*

The compendium will depict LD issues and present approaches and standards for tackling them. It will serve as a key technical guidance for sectors, Governments, as well as operators of the EIMAS System, when preparing reports to UNCCD and updating NAP.

*Output 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management*

Efforts will be spent in developing a plan to ensure that this entire reporting and review system is in place for the long-term monitoring of the UNCCD implementation. This will be accomplished by developing a set of recommendations for improvement of the UNCCD Focal Area with a view to the improve land protection planning and implementation (in policies and in practice), as well as for mainstreaming LD concerns into sectors and regional programmes.

*Output 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public*

The EA will be the agency responsible with commissioning the creation of a web-site aimed at disseminating information to the general public on LD and UNCCD related topics.

**Outcome 2.4: Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation.**

*Output 2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation*

A process will be developed to integrate and harmonize the UNCCD land degradation indicators with other relevant indicators developed for GEF, Rio Conventions and other existing databases. This will build on the work accomplished under Output 1.2.3.

***Institutional Framework For Project Implementation and collaboration with other relevant initiatives***

The Environment Division is the National Focal Point for the UNCCD Convention in Antigua and Barbuda and is the EA for the implementation of this project. The Division has had a long relationship with the Convention and has been constantly engaged in all activities and projects that have been promoted by the UNCCD. This is the agency responsible for attending all the meetings and preparing all the reports that are requested by the UNCCD. The Division and, by larger extent, the Government of Antigua and Barbuda have long acknowledged that land degradation and desertification is a growing concern to all and has pledged to support the Convention's new integrated approach to the problem, emphasizing action to promote sustainable development at the community level.

***Project implementation arrangements:***

The project will be implemented over a period of 18 months. The Environment Division (ED) within the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE) is the government institution responsible for the implementation of the project and will act as the *Executing Agency*. UNDP is the *Implementing Agency* for the project and accountable to the GEF for the use of funds. The project is nationally executed, in line with the NPFE submitted to the GEF.

The overall responsibility for the project implementation by the Environment Division implies the timely and verifiable attainment of project objectives and outcomes. The Environment Division will provide support to, and inputs for, the implementation of all project activities.

The Environment Division will nominate a high level official who will serve as the Project Manager (PM) for the project implementation and a Project Coordinator (PC) that will manage the day-to-day activities of the project. The Permanent Secretary in the Ministry responsible for the Environment will chair the Project Management Committee (PMC) and be responsible for providing government oversight and guidance to the project implementation. The PM and PC will not be paid from the project funds, but will represent a Government 'grant' contribution to the Project. Technical Advisory Committee (TAC), which is already established to provide technical guidance for all the GEF projects being implemented in Antigua and Barbuda, consists of representatives from stakeholder agencies, including the private sector and NGOs. The TAC will provide technical guidance to the PC and the PM. No members of the TAC, or PMC will be paid from the project and their contribution will also represent grant co-financing. UNDP will be represented on the PMC by the Deputy Resident Representative of UNDP Barbados and the OECS as well as the National UNDP Environment Focal Point.

A *National Project Management Committee (PMC)* will be convened by the Environment Division, and will serve as the project's coordination and decision-making body (Project Board). The PMC will include representation of UNDP Focal Point, the PS of Environment, The Deputy PS of the Ministry of Agriculture, a representative of the Ministry of Finance. The PM and the PC will attend these meetings. The PMC meetings will be chaired by the Permanent Secretary of the Ministry with responsibility for the Environment. It will meet according to the necessity, but not less than once on a monthly basis, to review project progress, approve project work plans and approve major project deliverables. The PMC is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

The day-to-day administration of the project will be carried out by a Project Management Unit (PMU), comprising a Project Manager (PM), Project Coordinator and Project Assistant, who will be located within the Environment Division's offices. The PMU will, with the support of the Project Assistant, manage the implementation of all project activities. The Project Manager will liaise and work closely with all partner institutions to link the project with complementary national programs and initiatives. The PM is accountable to the PMC for the quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The PM will also be technically supported by contracted national consultants. Recruitment of specialist services for the project will be done by the PMU, in

consultation with the PMC

The Government of Antigua and Barbuda shall request UNDP to provide direct project services specific to project inputs according to its policies and convenience. These services –and the costs of such services- are specified in the Letter of Agreement in Annex D. In accordance with GEF Council requirements, the costs of these services will be part of the executing entity's Project Management Cost allocation identified in the project budget. UNDP and the Government of Antigua and Barbuda acknowledge and agree that these services are not mandatory and will only be provided in full accordance with UNDP policies on recovery of direct costs.

### ***Gender marking***

It is widely known that within Antigua and Barbuda there is a higher proportion of qualified degreed females who work directly in the Environment field in comparison to males. Presently, on the SIRMM project there are only three males of the 11 staff. This present project will adopt the same project management structure as the SIRMM project and it is highly likely that the higher proportion of females to males will be maintained. Never the less, there will be a constant effort to incorporate more males into the implementation of this project.

The project will apply a uniform **gender mainstreaming** approach throughout all the project activities implementation in line with the provisions below:

- Participants for trainings, workshops, study tours etc. will be selected with respect of existing gender composition in the corresponding target audience.
- Whenever possible, gender balance will be ensured, with the minimum ratio of 35% of underrepresented gender for one-gender-dominated target audiences.

The process of NAP re-alignment itself will take into account the impact of land degradation on women (especially in agricultural sector) and possibilities for their involvement in activities aimed at land conservation.

### ***Contribution to the development of National Capacity and Sustainability of the Project***

The capacities developed throughout this project will contribute significantly to the sustainability of the project's outcomes. The relevant technical staff will be trained in the already existing GIS EIMAS.

Three main levels of capacity are being targeted: (i) **systemic**, to the extent that the project will focus on policies that are conducive to or have a bearing on SLM; (ii) **institutional**, to the extent that the project will focus on the involvement of various entities that are involved in different ways in managing land and land-use (see chapter 'Institutional Framework For Project Implementation and collaboration with other relevant initiatives' further up); and (iii) **individual**, to the project will engage civil servants and CSO members in the actual work of analysis, indicator setting, and preparation of specific inputs to the NAP and Convention report.

More specifically, each agency will be responsible to manage their specific layer in this GIS system that will ultimately contribute to the updating of the entire system. In addition, the GIS applications that will be developed will allow for the accurate assessment and management of the land resources within the country. This is an ongoing process that can only be properly managed if the relevant technicians possess the skills required. The capacity building training that these technicians will receive will allow them to execute their job professionally and provide up-to-date data on indicators that will need to be updated during the reporting and monitoring process.

### ***Comparative advantage of UNDP in Antigua and Barbuda with respect to this project***

The Government of Antigua and Barbuda has requested UNDP assistance in designing and implementing this project, due to UNDP's track record in combating desertification. UNDP currently supports the development and implementation of GEF project in the area of conservation and sustainable land management. UNDP also has extensive experience in integrated policy development, human resources development, institutional strengthening, and non-governmental and community participation.

### ***Project's alignment with UNDP's programme for Antigua and Barbuda***

The project is in line with the recently endorsed UNDAF (2012-2016) which is aligned with national environmental priorities. In particular, the project contributes to UNDAF Outcome 5. The requirements of the "National Charter of the environment for sustainable development". This describes that activities are implemented in a way to ensure consistency between sectoral strategies and priorities in the field of environment, climate change, and risk management and by strengthening the territorial convergence on the most vulnerable zones and populations.

In addition the project is in line with the recently approved UNDP Strategic Plan :2014-2017 Outcome 1.3 Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystems services, chemical and wastes and 5.2 "Effective institutional legislative and policy framework in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.

**D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT:**

The project will complement the UNCCD Global Mechanism funding, which is herewith presented in grant and in-kind support from the national Government of Antigua and Barbuda. Such an arrangement will ensure the application of resources in the most critical way. The proposed project is in line with the national priorities which will also ensure its sustainability. The government contribution to the project includes the staff time of a Project Manager and a Project Coordinator and of support staff of the National Executing Agency. These contributions will also include a number of project activities, organization of and participation in Project Coordinating Committees, and other work related to narrative reporting and financial reporting. In kind contribution from the Government will include the use of existing office space and existing vehicles, which will be made available to the project.

**E. DESCRIBE THE BUDGETED M&E PLAN:**

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Meeting (IM)	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator UNDP GEF	None (in-kind contribution, co-financing)	Within first two months of project start up. The meeting will be hosted by the Ministry of Agriculture, Lands, Housing and the Environment.
Inception Report	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator	None	Immediately following IM
Simplified Annual Project Review / Project Implementation Report (APR/PIR)	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator UNDP-GEF	None	Annually
Quarterly progress reports	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator	None	Quarterly
Lessons Learned Log	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator	To be determined as part of the Annual Work Plan's preparation.	Quarterly
Final Project Report	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator Local consultants	Printing cost only	One month before the end of the project
Audit	UNDP CO National Project Team		At the end of the project.
TOTAL indicative COST <i>Excluding project team staff time and UNDP staff and travel expenses</i>			

**F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):**

-- n/a--

**PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)**

**A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):**  
 (Please attach the [country endorsement letter\(s\)](#) with this template).


NAME	POSITION	MINISTRY	DATE (Month, day, year)
Mrs. Diann Black-Layne	Chief Environment Officer, Environment Division	Ministry of Agriculture, Lands, Housing and the Environment	September, 12th 2013

**B. CONVENTION PARTICIPATION\***

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yy)	NATIONAL FOCAL POINT
UNCCD	11/27/01	Mrs. Diann Black-Layne Chief Environment Officer Environment Division Ministry of Agriculture, Lands, Housing and the Environment

**B. GEF AGENCY(IES) CERTIFICATION**

This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for **LAND DEGRADATION** Enabling Activity approval.

Agency Coordinator, Agency name	Signature	Date (Month, day, year)	Project Contact Person	Telephone	E-mail Address
Adriana Dinu, Executive Coordinator and Director a.i. UNDP-GEF		19 March 2014	Lyes Ferroukhi, Regional Technical Adviser, EBD	+507 302-4576	lyes.ferroukhi@undp.org



## ANNEX A. CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

Position Titles	\$/ Person Week	Estimated Person Weeks	Tasks to be Performed
<b>For EA Management</b>			
<i>Local</i>			
Activity Coordinator / Team Leader (managerial functions)	100	70	<p>To undertake the general administrative requirements of the project, including those related to project management and funding. The key tasks are:</p> <ul style="list-style-type: none"> <li>- To ensure that project Objective, Outcomes, Outputs and Activities are executed in a timely and appropriate manner.</li> <li>- To develop annual work plans and budgets, and submit these to the Project Coordinating Committee (PCC) and to the UNDP Representative for approval.</li> <li>- To develop TORs for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in communication with the Project Manager/UNDP.</li> <li>- To facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the PCC.</li> <li>- To organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, trips, and other project related activities.</li> <li>- To establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project.</li> <li>- To provide timely reporting of project status as required by the PCC and the UNDP.</li> <li>- To maintain records of PCC meetings, decisions, actions etc.</li> <li>- To coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives.</li> </ul> <p><i>Qualifications and experience:</i> advanced degree in environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to land degradation issues with a minimum of 3 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda, good leadership, coordination, communication, and facilitation skills are essential.</p>
<b>For Technical Assistance</b>			
<i>Local</i>			
Activity Coordinator / Team Leader (technical input)	250	30	<p>Is responsible for planning and coordinating activities of the national experts, and also for timely and qualitative preparation of separate sections of the project.</p> <ul style="list-style-type: none"> <li>- to carry out the estimation of the current state of measures for combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the national strategic documents;</li> <li>- to generalize the results of activities of the experts and to develop on their basis the proposal on conformity of the available national data in the context of the requirements to bring to NAP alignment and to 10-year Strategy UNCCD, including the system of indicators;</li> <li>- to carry out the coordination of activities of the national experts in preparing and drawing up the National report on the UNCCD implementation within the frameworks of the 4th cycle of the reporting;</li> <li>- to analyse the condition and develop the proposals for perfecting scientific support and application of traditional knowledge in the practice of solving the problems of a sustainable land management, including the questions of combating the degradation of the lands/soils;</li> <li>- to define the content of programs of the scheduled seminars for the purpose of the fullest and all-round discussions and development of constructive proposals within the framework of the project tasks, to act the part of a moderator when carrying out the working seminars;</li> <li>- to carry out the coordination of activities of the national experts for the preparation of the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda and measures to combat it.</li> </ul> <p><i>Qualifications and experience:</i> advanced degree in environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to land degradation issues with a minimum of 5 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda, good leadership,</p>

Position Titles	\$ / Person Week	Estimated Person Weeks	Tasks to be Performed
Expert on policy and framework for NAP alignment and implementation	250	10	<p>coordination, communication, and facilitation skills are essential.</p> <ul style="list-style-type: none"> <li>- carries out the estimation of the current state of combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the regional and sectoral plans and projects;</li> <li>- prepares proposals for introduction of NAP priorities in the documents of regional and sectoral planning;</li> <li>- develops a complex of activities for overcoming the institutional and social and economic barriers interfering with the realization of NAP;</li> <li>- prepares the plan of carrying out and takes part in the seminar for NAP alignment and implementation;</li> <li>- develops the proposals for filling the section of knowledge management system with the view of implementation of UNCCCD (KMS), concerning NAP alignment and implementation;</li> <li>- develops the section concerning NAP implementation scheme in the illustrated monography.</li> </ul>
Expert on (i) Integrated Financial Strategy AND (ii) Integrated Investment Framework	250	40	<p>Task (i)</p> <ul style="list-style-type: none"> <li>- carries out the analysis of the Country's budget for co-financing the activities connected with SLM;</li> <li>- carries out the analysis of disposable national financial resources for NAP implementation and makes the proposals to increase the efficiency of their use;</li> <li>- develops the program and together with other experts holds an adjusting seminar for working out the projects of the Integrated Financing Strategy (IFS) and Integrated investment framework (IIF);</li> <li>- develops the methodology, approaches and recommendations about IFS project;</li> <li>- develops IFS project together with other experts;</li> <li>- develops a complex of activities for overcoming the financial barriers interfering with NAP implementation;</li> <li>- develops the program and holds the final seminar on acceptance of IFS and IIF projects;</li> <li>- prepares the proposals for filling the section of knowledge management system, concerning the financial sources of NAP implementation;</li> <li>- prepares the section in the illustrated monography concerning the financial provision of activities for combating the degradation of the lands/soils.</li> </ul> <p>Task (ii)</p> <ul style="list-style-type: none"> <li>- analyzes disposable financial resources of the international, non-state and private foundations for realization of projects on combating the degradation of the lands;</li> <li>- develops the proposals for attraction of financial aid from the international donors for NAP implementation;</li> <li>- participates together with other experts as a lecturer at an adjusting seminar for working out of IFS and IIF projects;</li> <li>- analyzes the Investment programs of the development of Antigua and Barbuda for 2013-2018 and administrative areas and the extend of their conformity with the priorities of NAP implementation;</li> <li>- develops the methodology, approaches and recommendations concerning IIF project;</li> <li>- develops a complex of activities for overcoming the investment barriers interfering with NAP implementation;</li> <li>- participates in working out the program and holding the final seminar with the object of approving IFS and IIF projects.</li> </ul>
Expert on: (i) environmental monitoring system, (ii) indicators for NAP implementation and UNCCD reporting, (iii) knowledge management system AND (iv) science and best practices	560	50	<p>Task (i)</p> <ul style="list-style-type: none"> <li>- carries out the analysis of the existing national monitoring system of the lands/soils and its provision with the normative legal and normative technical bases;</li> <li>- analyses and develops the proposals for estimation of the representativeness of the network of ranges for supervision over various kinds of degradation of the lands/soils;</li> <li>- reveals the existing problems and unresolved questions in the field of monitoring of the lands/soils pursuant to the problems of 10-year Strategy UNCCD;</li> <li>- proposes the measures of institutional, scientific, organizational-technical character destined for the optimization of the network of ranges for supervision, for the improvement of functioning of monitoring system of the lands/soils, and also for perfecting the information data delivery to the State management bodies, scientific organizations, land users, public organizations;</li> <li>- prepares the proposals for filling of knowledge management system section, concerning the monitoring information;</li> <li>- proposes together with other experts the system of biophysical and social and economic indicators of UNCCD implementation</li> </ul>

Position Titles	\$ / Person Week	Estimated Person Weeks	Tasks to be Performed
			<p>according to 10-year Strategy UNCCD;</p> <ul style="list-style-type: none"> <li>- prepares the section devoted to the organization, conducting, structure, content and application of the results of monitoring of the lands/soils, for the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda;</li> <li>- presents the results of monitoring of the lands/soils and proposed measures for its perfection at working seminars;</li> <li>- develops the proposals for long-term monitoring of UNCCD implementation.</li> </ul> <p>Task (ii)</p> <ul style="list-style-type: none"> <li>- carries out the analysis of the existing national indicators of influence and effectiveness in the context of reporting requirements and 10-year Strategy UNCCD;</li> <li>- defines the most priority indicators according to the features of display of biophysical processes of the land degradation and social and economic conditions of land tenure in Antigua and Barbuda;</li> <li>- develops with the interested parties the program of training on reporting methodology and procedure of information gathering for preparation of the National reporting;</li> <li>- proposes the national system of indicators providing the estimation of NAP implementation progress and preparation of the National report according to the regulations of 10-year Strategy UNCCD;</li> <li>- defines conceptual approaches to harmonization of knowledge databases and the data by the indicators of GEF, Rio Conventions, FAO, CARICOM, UN-ECLAC and other databases of the regional/international organizations;</li> <li>- presents the developed system of effectiveness indicators at the final seminar and carries out their generalization for the inclusion in the National report;</li> <li>- prepares the section of indicators of NAP effectiveness for the illustrated monography.</li> </ul> <p>Task (iii)</p> <ul style="list-style-type: none"> <li>- develops web site of UNCCD implementation in Antigua and Barbuda;</li> <li>- develops the reference system on UNCCD implementation, including the traditional knowledge, examples of the best practice, etc;</li> <li>- prepares the proposals for guaranteeing the data inflow into reference system and their use for drawing up reporting;</li> <li>- together with other experts provides qualitative filling and regular updating of the data in the information system for the purpose of their placing on the national web site of UNCCD;</li> <li>- carries out the electronic filling and presentation of the National report to UNCCD secretary through PRAIS system;</li> <li>- informs the interested parties of the structure and functioning of the developed information system and represents at the final seminar;</li> <li>- prepares section of knowledge management system in the illustrated monography.</li> </ul> <p>Task (iv)</p> <ul style="list-style-type: none"> <li>- provides the scientific analysis of the data and gives the estimation of their quality for preparation of the National report;</li> <li>- defines the national priorities in the directions of combating the degradation of the lands/soils and their presentation in the national reporting on UNCCD;</li> <li>- together with other experts proposes the perspective system of the national biophysical and social and economic indicators of degradation of the lands/soils;</li> <li>- prepares the report on the interested parties estimation of the involved in the process of UNCCD reporting;</li> <li>- takes part in the seminars and presents the results of examples of the best practice for the purpose of its distribution;</li> <li>- carries out the expert appraisal of the data quality used when preparing the National report;</li> <li>- prepares proposals and materials for filling of knowledge management system sections, concerning the part of scientific support and examples of the best practice;</li> <li>- prepares the section concerning the best practice and the science contribution in UNCCD implementation in the illustrated monography.</li> </ul>
Expert on priorities and framework for NAP alignment and implementation	600	5	<ul style="list-style-type: none"> <li>- prepares the report on the regulations of 10-year Strategy UNCCD, approaches and methodology for NAP alignment;</li> <li>- collects the information and analyzes the global, regional and subregional priorities in the field of a sustainable development in the context of UNCCD;</li> <li>- generalizes the information and prepares the proposals on the system of indicators and basic levels for the progress estimation</li> </ul>

<i>Position Titles</i>	<i>\$ / Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
			UNCCD implementation; <ul style="list-style-type: none"> <li>- develops the proposals on the structure of knowledge management system for providing a constant process of estimation of NAP implementation on the basis of the analysis of available international experience</li> <li>- participates as a lecturer at the national seminar with a view to establish the priorities for NAP alignment, develop a system of indicators for assessing the progress in NAP implementation and to establish basic levels.</li> </ul>

**ANNEX B. CHRONOGRAM OF ACTIVITIES**

No.	Components	Guiding activities under each component	Year 1				Year 2	
			Q1	Q2	Q3	Q4	Q1	Q2
1	NAP alignment	1. Rapid stocktaking and review of relevant plans, policies and reports	X					
		2. Identification of stakeholders; consultations and awareness	X					
		3. Rapid assessment of the causes and consequences of land degradation		X				
		4. Developing the strategy and actions to implement NAP alignment			X	X		
2	Reporting and Review process	5. Establishment of appropriate consultative processes					X	
		6. Development of a plan for capacity development for UNCCD reporting					X	
		7. Draft report						X

**ANNEX C. UNDP TOTAL BUDGET AND WORK-PLAN**  
(See Total Budget and Work Plan in Section III, page 23)

**ANNEX D**

**(See Letter of Agreement between UNDP and the Government of Antigua and Barbuda for the Provision of Support Services in Section IV, page 26)**

## Annex 2. GEF CEO Approval Letter



**GLOBAL ENVIRONMENT FACILITY**  
INVESTING IN OUR PLANET

**Naoko Ishii**  
CEO and Chairperson

May 02, 2014

Ms. Adriana Dinu  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
304 East 45th St.  
FF Bldg., 10th floor  
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	5780
Agency(ies):	UNDP
Agency ID:	5340 (UNDP)
Focal Area:	Land Degradation
Project Type:	Enabling Activity
Country(ies):	Antigua And Barbuda
Name of Project:	Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda
GEF Project Grant:	\$136,986
Agency Fee:	\$13,014
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,



**Naoko Ishii**  
Chief Executive Officer and Chairperson

Attachment: GEFSEC Review Sheet  
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

1818 H Street, NW • Washington, DC 20433 • USA  
Tel: +1 (202) 473 3202 • Fax: +1 (202) 522 3240  
E-mail: [gefceo@thegef.org](mailto:gefceo@thegef.org)  
[www.thegef.org](http://www.thegef.org)



## Annex 3. Minutes of the Local Project Appraisal Committee (LPAC) Meeting

### Project Appraisal Committee (PAC) Meeting Minutes for the "Support of NAP Alignment and UNCCD Reporting in Antigua and Barbuda"

UN House, Christ Church Barbados  
17 June 2014

#### 1. Agenda

- a) Welcome and Introductions
- b) Comments on Project Document
- c) Conclusion

#### Welcome and Introductions

Ms Lara Blanco (Chair) welcomed all to the meeting and provided a brief outline to Ruleta Camacho of what occurs at PAC Meetings, letting RC know that she will be able to make comments and there will be open discussion about the project.

#### Comments on Project Document

MA provided a brief description of the project highlighting that the project is to support Antigua's National Action Plan and reinforcing the need for stakeholders to use the NAP Alignment guidelines as a reference tool so that the systematic mainstreaming of SLM in sectoral and national policies, programs and strategies will be maintained. He stated that the project objective is to integrate Antigua and Barbuda obligations under the UNCCD into its national development and sectoral planning frameworks and in order to achieve the objective; he identified two components which are (1) NAP alignment and (2) UNCCD Reporting and Review. MA further added that although it is a small project of GEF, it will have a huge impact on Antigua and Barbuda in ensuring the rational use of land resources.



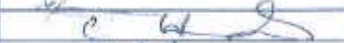







Ruleta noted that the Ministry of Environment is trying to improve on its reporting process this particular project is very enabling as it helps them to plan better for the future. It is a small amount of money but it will have an impact as the Environment Division is building on initiatives previously started in terms of land degradation and climate change.

The questions on the checklist were discussed individually:

1. General – MA informed that there are annexes that are missing from the document, but by the end of the PAC Meeting, he would have enough information to fully complete that section. JC stated that the background information on the project and the challenges were not clearly understood. CH said that the Universal Price List (UPL) should also be attached to the document. LB indicated that to give clarity to the existing discussion about the project the minutes of this meeting should be annexed to the document.
2. Situational Analysis & Strategy – LB queried to RC whether a structure already exists and how will the Committee relate to the stakeholders? RC responded that the Technical Working Group does have a structure in place that can assist. She noted that Antigua is a small country so once per quarter there is a meeting of the stakeholders that deals with several issues. Elections were just completed so there has been no decision as to changes in the Ministry as yet. If there is any change, she informed that personnel within the Ministry would have to be reassigned. LB indicated that she sees this project as an enabling activity that would have a positive direct impact on the project. IK queried to RC if the Project Assurance would come from the same Technical Working Group and inform the structure that is in place. RC responded in the affirmative.
3. Annual Work Plan – JC recommended that the targets of the AWP be strengthened and reworded.

4. Management Arrangements – LB informed that the Project will have a Project Coordinator and Technical Support. LB enquired about the relations between Ministry of Finance and Land Division. RC responded that the Project Steering Committee includes a representative from Ministry of Finance who receives a monthly report and in the budget preparations also champions the cause for these issues relating to land degradation. Therefore, there is a direct line through the Budget Representative and our Planning Unit. She further adds that the project is a small part of the overall National Strategy and needs to be at least of 5 years duration so that it can have a visible impact.
5. Monitoring and Evaluation – RC confirmed that since the election was completed there has been no change from the government in the current projections and plans and the monitoring and evaluation polices for the project.
6. Annexes – JC suggested that Number 7 of the Annexes’ Risks should be composed of more than a Communication Strategy as a way of mitigating that particular risk. MA queried if those same ministries are involved that are indicated on Page 16 that says “inclusion of measurable targets...”. RC confirmed that as at the current time, those ministries are still the same ones involved in the project. JC proposed that the Gender Section be expanded instead of only mentioning “participation in activities.”

After much discussion about the Gender Activities, a consensus was taken that there should be more advocacy that will highlight the activities of both men and women.

Name	Signature
Lara Blanco	
Ian King	
Ricky Wilson	
Cherryanne Hinds	
Musaad Al Saleh	
Cherrilan Perryman	
Janine Chase	
Lorenzo Harewood	
Angela Savoury	
Ruleta Camacho – Senior Environment Officer/Project Coordinator GEF, UNDP, Environment Division, Antigua & Barbuda	

## Annex 4. Universal Price List (UPL)

Valid as of 1 March 2014

**UNDP 2014 UNIVERSAL PRICE LIST**  
for Services to UN Agencies Provided by General  
Development Situation Countries



(For Country Office Cost Bands, refer to page 4 of this document)

Service <sup>1,2,3,4</sup> (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process <sup>5</sup>	42.50	31.44	27.47	21.61
Issue check only (Atlas Agencies)	16.05	12.85	11.89	10.03
Vendor profile only (Atlas Agencies only)	23.59	16.76	14.26	10.75
Staff selection and recruitment process for resident agencies <sup>6,7</sup>	777.78	522.74	429.45	297.07
Advertising (20%)	155.56	104.55	85.89	59.41
Short-listing (40%)	311.11	209.09	171.78	118.83
Interviewing (40%)	311.11	209.09	171.78	118.83
Staff HR & Benefits Administration & Management <sup>8</sup> (one time fee, per staff at: - the issuance of a contract, and - again at separation)	250.25	175.76	148.87	109.67
Recurrent personnel management services: Staff Payroll & Banking Administration & Management <sup>9</sup> (annual fee per staff, per calendar year)	544.30	385.29	324.96	247.75
Payroll validation, disbursement (35%)	190.50	134.85	113.74	86.71
Performance evaluation (30%)	163.20	115.50	97.40	74.33
Extension, promotion, entitlements (30%)	163.20	115.50	97.40	74.33
Leave monitoring (5%)	27.21	19.20	16.25	12.30
Consultant recruitment	300.77	203.49	168.01	117.35
Advertising (20%)	60.15	40.70	33.60	23.47
Short-listing & selection (40%)	120.31	81.40	67.20	46.94
Contract issuance (40%)	120.31	81.40	67.20	46.94
Interns management	92.86	62.36	51.72	34.76
Issue/Renew IDs (UN LP, UN ID, etc.)	45.82	32.47	27.70	20.57
Travel authorization	41.42	29.41	25.06	18.77
F10 settlement	37.55	26.81	22.91	17.33
Procurement process involving local CAP (and/or ITB, RFP requirements) <sup>7,10,11</sup>	694.40	469.34	387.74	269.46
Identification & selection (50%)	347.20	234.67	193.87	134.73
Contracting/Issue purchase order (25%)	173.60	117.34	96.93	67.36
Follow-up (25%)	173.60	117.34	96.93	67.36
Procurement not involving local CAP <sup>7,10,11</sup> (low value procurement)	272.15	186.61	156.33	109.87
Identification & selection (50%)	136.08	93.31	78.17	54.94
Issue purchase order (25%)	68.04	46.65	39.08	27.47
Follow-up (25%)	68.04	46.65	39.08	27.47
Disposal of equipment	353.87	238.34	197.21	136.94
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	43.54	29.31	24.32	17.86
Issue /Apply Deposit only	26.37	18.19	15.19	10.36