

Project Inception Report
Enabling Activities for the Preparation of The Bahamas' Second National Communication
[PIMS 3212 CC EA]

1. Schedule of project review meetings

(i) Steering Committee Meetings

Steering Committee meetings will be held every two months. Inter-sessional meetings will be called, as necessary.

(ii) Project related Monitoring and Evaluation activities

Monitoring and evaluation activities will include quarterly reports and the inception report as well as any other reports or evaluations of project implementation as requested by Project Steering Committee, National Executing Agency and United Nations Development Program.

2. First Year Work Plan

See Annex I for detailed first year work plan. Annex I also contains planned activities for fourth quarter of 2007 (October – December 2007).

3. First Year Project Budget

See Annex II for detailed first year project budget. Annex I also contains projected budget for fourth quarter of 2007 (October – December 2007).

4. Monitoring and evaluation requirements for first year

Four quarterly reports, the project inception report and an audit report will be required for submission to UNDP in the first year.

5. Project-related Partners

(i) Institutional roles & responsibilities

The Executing Agency for the project is the Bahamas Environment, Science and Technology (BEST) Commission, Office of the Prime Minister. Executing Agency inputs include counterpart support, including allocation of technical experts, communication, office facilities, secretarial/administrative services, expertise in certain areas, and information services.

The National Climate Change Committee (NCCC) established in the course of The Bahamas' FNC preparation serves as the Project Steering Committee (PSC) and oversees the project implementation and ensures inter-agency coordination.

The UNDP Country Office in Jamaica serves as Implementing Agency for the GEF.

A Project Coordinator (PC) has been selected based on technical and organizational capabilities. The PC is a member of and serves as secretary to the PSC. The PC coordinates project activities among governmental agencies and other participants.

A National Technical Committee (NTC) consisting of individuals with expertise from the following sectors has been established - Government agencies: BEST Commission, Department of Agriculture, Department of Environmental Health Services, Department of Lands and Surveys, Department of Meteorology, Department of Statistics, Department of Education, Road Traffic Department, Ministry of Health, Ministry of Tourism, Bahamas Electricity Corporation,

Water and Sewerage Corporation, Office of the Prime Minister; NGOs: The Bahamas National Trust, The Nature Conservancy; and private sector organizations: Central Bank of The Bahamas, Grand Bahama Power Company. The NTC, supported as needed by national and international expertise, will be used to the extent possible to carry out the specific analyses called for as part of the project.

Team Leaders for GHG Inventory and Vulnerability and Adaptation Assessment will be engaged to provide technical input, consultations, background paper preparation, deliver project output as coordinated by the PC. They will closely interact as well as assist and monitor the activities of NTC in order to ensure quality outputs following the UNFCCC guidelines as outlined in Decision 17CP/8.

(ii) Coordinating actions & feedback mechanisms

The Project Steering Committee (PSC) functions to guide project implementation. The Committee works closely with the Project Coordinator, National Technical Committee (NTC) and Team Leaders to ensure the project is progressing as it should. There is regular dialogue through meetings and e-mail communications between all these players to provide constant feedback on project deliverables and tasks. Both the PSC and NTC are inter-agency with representation from a number of sectors as outlined above.

6. Draft Reports List

See Annex III which details the technical reports that are expected to be prepared on key areas of activity during the course of the Project with respective due dates

7. Progress to date

The following project activities have been completed:

Activities in fulfillment of **Objective 1A** (Implementation arrangements and project inception - to put into place the procedural and infrastructural elements that will form the framework for the rest of the project activities):

Activity 1.1 Identification and appointment of a Project Coordinator

Activity 1.2 Establishment of technical teams

Activity 1.3 Establishment of a multi-stakeholder Project Steering Committee (PSC)

Activity 1.4 Identification of areas in which international assistance may be required for the first year

Activity 1.5 Project initiation workshop

Activities in fulfillment of **Objective 1B** (National Circumstances - to enable The Bahamas to fulfill its reporting obligations with respect to communicating information under Article 12 of the UNFCCC) and **Output 1.1** (National circumstances reviewed, updated, described, supported and politically- endorsed):

Activity 1.1.1 Validate the gaps of information identified under stocktaking exercise in the light of recent /new developments, if any.

Activity 1.1.2 Identify the respective sources of information and establish links to get these data as necessary.

Activities in fulfillment of **Objective 3** (GHG Inventory - to enable The Bahamas to fulfill its reporting obligations with regard to the development of an inventory of greenhouse gas (GHG)

sources and sinks) and **Output 3.1** (Procedure for compiling a comprehensive national GHG inventory for The Bahamas):

Activity 3.1.1 Identify and mobilize those national experts who completed targeted sectors and areas of relevance in the FNC.

Activity 3.1.2 Review the existing information on the first GHG inventory already archived and documented.

Activity 3.1.3 Identify all new sources of information for filling data gaps; and.

Output 3.2 (Establishing Methodologies for GHG inventory):

3.2.1 Identify any external expertise required to complete the identified inventory methodology.

3.2.2 Analyze the acceptability of the available methodologies of estimates for each category.

3.2.3 Training in understanding the methodologies.

3.2.4 Decide on the Tier level based on the IPCC Good Practice Guidance PG.

8. Project establishment and start-up activities, and an update of any changed external conditions that may effect project implementation.

The first disbursement for the project was received in October 2006 and thus this needs to be the official start date of the project; this would mean the project end date would be August 2009 instead of April 2009. The first year of the project therefore runs from October 2006 to September 2007. The Project Coordinator was not appointed until July 2007. Project activities occurred from October 2006 to June 2007, but on a limited basis. The project is currently behind schedule, but the Project Steering Committee, National Technical Committee and GHG Inventory Team Leader have committed to work along with the Project Coordinator and to increase the frequency of working sessions so that by December 31st, 2007, the project can be back on schedule according to the workplan.

An Impact Assessment Framework workshop is schedule for November 2007 to enable completion of this project deliverable. This workshop will be conducted with high-level decision makers within national agencies. The workshop and follow-up meetings, as necessary, will enable the PSC to complete the Impact Assessment Framework as well as to identify practical indicators to assess the impacts of the SNC in incorporating climate change concerns into development and sectoral planning.

The PSC also intends to participate in a meeting being organized by the regional climate change center for dissemination of information relevant for inclusion in the SNC. The Bahamas SNC project intends to fund participation for four (4) individuals in this meeting.

Other activities scheduled for October through December 2007 include:

- a) Submission of National Circumstances document by Minister responsible for the environment for political endorsement by November 2007. It is hoped that this component of the SNC will be endorsed by January 2008; and
- b) Continued work to complete GHG Inventory.

Annex I
First Year Work Plan (Jan – Sep 2007)

Outputs/Activities	Q1	Q2	Q3	Q4
Implementation arrangements and project inception				
1. Identify and appoint a Project Coordinator			X	
2. Establish technical teams		X	X	
3. Establish a multi-stakeholder PSC	X			
4. Identify areas in which international assistance may be required			X	
5. Organize a project initiation workshop			X	
1.1 National circumstances				
1. Validate the gaps of information identified under stocktaking		X	X	X
2. Identify the respective sources of information		X	X	X
3.1 GHG Inventory				
1. Identify and mobilize those national experts who completed targeted sectors and areas of relevance in the FNC		X	X	X
2. Review the existing information on the first GHG inventory already archived and documented		X	X	X
3. Identify all sources of information for filling data gaps		X	X	X
3.2 Establishing Methodologies for GHG Inventory				
1. Identify any external expertise required to complete the identified inventory methodology			X	X
2. Analyze the acceptability of the available methodologies of estimates for each category		X	X	
3. Training		X	X	X
4. Decide on the Tier level based on the IPCC Good Practice Guidance		X	X	

Activities scheduled for First Year, Fourth Quarter (Oct – Dec 2007)

Outputs/Activities
Implementation arrangements and project inception
6. Maintain and upgrade the electronic network of experts/institutions
7. Develop Impact Assessment Framework
1.1 National circumstances
1. Validate the gaps of information identified under stocktaking
2. Identify the respective sources of information
3. Collect data and information from different sources
4. Fill the gaps, update and add the new information
5. Draft national circumstances sections relevant to each thematic area
6. Draft the National Circumstances section under the SNC
7. Circulate the National Circumstances section for comment, get comments
3.1 GHG Inventory
1. Identify and mobilize those national experts who completed targeted sectors and areas of relevance in the FNC
2. Review the existing information on the first GHG inventory already archived and documented
3. Identify all sources of information for filling data gaps
3.2 Establishing Methodologies for GHG Inventory
1. Identify any external expertise required to complete the identified inventory methodology
3. Training
5. Decide and select the methodology for estimates of emissions from the new group of GHG gases such as HFCs, PFCs and SF6
6. Estimate the GHG emissions inventory for 2000 and develop time series for 1994-2000

Annex II

First Year Project Budget, First 3 Quarters

Award ID	00036824					
Award Title	PIMS 3212 CC EA Second National Communication - Bahamas					
Project ID	100038415					
Project Title	PIMS 3212 CC EA Enabling Activities for the Preparation of The Bahamas' Second National Communication					
Executing Agency	Ministry of Energy and Environment (OPM)					
Outputs	Responsible Party	PLANNED BUDGET				
		Source of funds	Budget code	Budget description	Year 1	Total Budget
National circumstances	MEE	GEF	71300	Local consultants		5,000
		GEF	71400	Contractual services	1,260	5,000
Subtotal					1,260	10,000
GHG Inventory	MEE	GEF	71300	Local consultants		14,000
		GEF	71405	Contractual services - individuals		13,000
		GEF	71600	Travel		9,000
		GEF	71400	Contractual services		10,500
Subtotal						46,500
Programme containing measures	MEE	GEF	71200	International consultants		15,000
		GEF	71405	Contractual services - individuals		9,000
		GEF	71400	Local Consultants		16,000
		GEF	71600	Travel		9,000
Subtotal						49,000
Other relevant information	MEE	GEF	71400	Local consultants		6,000
		GEF	71405	Contractual services - individuals		3,000
		GEF	71600	Travel		5,000
		GEF	74210	Printing and publications		3,000
Subtotal						17,000
Constraints & Gaps	MEE	GEF	71405	Contractual services -		4,500

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Executing Agency	Ministry of Energy and Environment (OPM)					
Outputs	Responsible Party	PLANNED BUDGET				
		Source of funds	Budget code	Budget description	Year 1	Total Budget
				individuals		
		GEF	71200	International consultants		2,500
Subtotal						7,000
Technical assistance	MEE	GEF	71405	Contractual services - individuals		10,000
Subtotal						10,000
Compilation (SNC)	MEE	GEF	71405	Contractual services - individuals		9,000
		GEF	74210	Printing and publications		6,000
Subtotal						15,000
Project management	MEE	GEF	71405	Contractual services - individuals		75,000
		GEF	72200	Equipment & furniture		13,000
		GEF	72400	Communication & AV equip		5,000
		GEF	72500	Supplies	98.35	3,000
		GEF	74000	Operational costs	1,338	4,500
		GEF	74500	Miscellaneous		3,000
Subtotal					1,436.35	103,500
Monitoring & Reporting	MEE	GEF	74100	Professional services		5,700
		GEF	74210	Printing and publications		2,700
		GEF	74110	Audit fees		6,600
Subtotal						15,000
Grand total					2,696.35	405,000

First Year, Fourth Quarter Project Budget

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Executing Agency	Ministry of Energy and Environment (OPM)					
Outputs	Responsible Party	PLANNED BUDGET				
		Source of funds	Budget code	Budget description	Year 2 Qtr 1	Total Budget
National circumstances	MEE	GEF	71300	Local consultants	3,000	5,000
		GEF	71400	Contractual services	1,740	5,000
Subtotal					4,740	10,000
V & A	MEE	GEF	71200	International consultants		23,000
		GEF	71300	Contractual services		66,000
		GEF	71400	Local consultants		27,000
		GEF	71600	Travel		16,000
Subtotal						132,000
GHG Inventory	MEE	GEF	71300	Local consultants	4,500	14,000
		GEF	71405	Contractual services - individuals	1,000	13,000
		GEF	71600	Travel	500	9,000
		GEF	71400	Contractual services	13,500	10,500
Subtotal					19,500	46,500
Programme containing measures	MEE	GEF	71200	International consultants		15,000
		GEF	71405	Contractual services - individuals		9,000
		GEF	71400	Local Consultants		16,000
		GEF	71600	Travel		9,000
Subtotal						49,000
Other relevant information	MEE	GEF	71400	Local consultants		6,000
		GEF	71405	Contractual		3,000

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Executing Agency	Ministry of Energy and Environment (OPM)					
Outputs	Responsible Party	PLANNED BUDGET				
		Source of funds	Budget code	Budget description	Year 2 Qtr 1	Total Budget
				services - individuals		
		GEF	71600	Travel		5,000
		GEF	74210	Printing and publications		3,000
Subtotal					17,000	
Constraints & Gaps	MEE	GEF	71405	Contractual services - individuals		4,500
		GEF	71200	International consultants		2,500
Subtotal					7,000	
Technical assistance	MEE	GEF	71405	Contractual services - individuals		10,000
Subtotal					10,000	
Compilation (SNC)	MEE	GEF	71405	Contractual services - individuals		9,000
		GEF	74210	Printing and publications		6,000
Subtotal					15,000	
Project management	MEE	GEF	71405	Contractual services - individuals	16,250	75,000
		GEF	72200	Equipment & furniture	8,000	13,000
		GEF	72400	Communication & AV equip	3,000	5,000
		GEF	72500	Supplies	901.65	3,000
		GEF	74000	Operational costs	162	4,500
		GEF	74500	Miscellaneous	1,000	3,000
Subtotal					29,313.65	103,500
Monitoring & Reporting	MEE	GEF	74100	Professional services	1,900	5,700

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Executing Agency	Ministry of Energy and Environment (OPM)					
Outputs	Responsible Party	PLANNED BUDGET				
		Source of funds	Budget code	Budget description	Year 2 Qtr 1	Total Budget
		GEF	74210	Printing and publications	900	2,700
		GEF	74110	Audit fees	2,200	6,600
Subtotal					5,000	15,000
Grand total					58,553.65	405,000

Annex III

Draft Reports List

Project	Due Date
Project Inception Report	October 29 th , 2007
Impact Assessment Framework	November 30 th , 2007
National GHG Inventory	March 31 st , 2009
Quarterly progress and financial reports	Every quarter from 2007 through 2009
Annual Audit Reports	End of 4 th quarter of every project year (i.e. December 31 st , 2007, 2008 and 2009)
Second National Communication	Completed June 30 th , 2009 and published July 31 st , 2009
Terminal report	August 31 st , 2009