

United Nations Development Programme



**STANDARD LETTER OF AGREEMENT
BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME
AND
BAHAMAS ENVIRONMENT, SCIENCE & TECHNOLOGY COMMISSION
ON THE IMPLEMENTATION OF “GLO Support to GEF Eligible CBD Parties for
carrying out 2010 Biodiversity Targets National Assessments – Phase I (4NR) (PIM 3918)”
WHEN UNDP SERVES AS EXECUTING ENTITY**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in The Bahamas and officials of The Bahamas Environment, Science & Technology Commission (hereinafter referred to as the “Government institution”) with respect to the provision of services by *the Government institution* in the implementation of the programme/project “**Support to GEF Eligible CBD Parties for carrying out 2010 Biodiversity Targets National Assessments – Phase I (4NR) (PIM 3918)**”, as specified in Attachment 1: Project Document, to which UNDP has been selected as executing entity.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the services to be provided by *the Government institution* towards the programme/project, as specified in Attachment 2: Description of Services (hereinafter referred to as “Services”). Close consultations will be held between *the Government institution* and UNDP on all aspects of the Services.
3. The Government institution shall use its best efforts to ensure that personnel recruited for the programme/project are of the highest standards of efficiency, competence, and integrity.
4. The Government institution shall be fully responsible for the provision, with due diligence and efficiency, of all services performed by its personnel and for ensuring that all relevant *labor laws* are complied with and that the principles of competitive bidding are observed.
5. In carrying out the activities under this Letter, *the Government institution* shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The personnel and sub-contractors of *the Government institution* shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of *the Government institution* or its personnel, or of its contractors or their personnel, in performing the Services under the programme/project or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by *the Government institution* and its personnel as a result of their work pertaining to the programme/project.

Standard LOA – Bahamas GEF Project

Postal Address: P. O Box 280, Kingston. Telephone: (876) 978-2390-9. Cable: UNDEVPRO, JAMAICA. Telex: 2245 ~~FA 2245~~ 246-2163
E-mail: registry.jm@undp.org

6. As executing entity, UNDP shall retain overall responsibility for the programme/project and shall designate a programme/project coordinator.

7. The personnel assigned by *the Government institution* to the programme/project, and under contract with *the Government institution* shall work under the supervision of the programme/project coordinator. The supervisory arrangements shall be determined in mutual consultation between UNDP and *the Government institution* and described in the relevant terms of reference of the personnel. These personnel shall remain accountable to *the Government institution* for the manner in which assigned functions are discharged under *applicable laws*.

8. In the event of disagreement between the programme/project coordinator and the programme/project personnel of *the Government institution*, the programme/project coordinator shall refer the matter under dispute to *the Government institution* for the purpose of finding a satisfactory solution. In the interim, the decisions of the programme/project coordinator shall prevail.

9. Any subcontractors, including NGOs assigned by *the Government institution* to the programme/project, and under contract with *the Government institution* shall work under the supervision of the designated official of *the Government institution*. These subcontractors shall remain accountable to *the Government institution* for the manner in which assigned functions are discharged.

10. Upon signature of this Letter and pursuant to the budget and the work plan of the Project Document, UNDP will make payments to *the Government institution* or, according to the schedule of payments specified in Attachment 3: Schedule of Services, Facilities and Payments.

11. *The Government institution* shall not make any financial commitments or incur any expenses which would exceed the budget for implementing the programme/project as set forth in the Project Document. *The Government institution* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when *the Government institution* is aware that the budget to carry out these Services is insufficient to fully implement the programme/project in the manner set out in the Project Document. UNDP shall have no obligation to provide *the Government institution* with any funds or to make any reimbursement for expenses incurred by *the Government institution* in excess of the total budget as set forth in the Project Document.

12. *The Government institution* shall maintain separate accounts, records and supporting documentation relating to the programme/project, including funds received and disbursed by *the Government institution*.

13. *The Government institution* shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by *the Government*

institution in the financial report for “**Global: Support to GEF Eligible CBD Parties for carrying out 2010 Biodiversity Targets National Assessments – Phase I (4NR) (PIM 3918)**”.

14. *The Government institution* shall submit such progress reports relating to the programme/project as may reasonably be required by the programme/project coordinator in the exercise of his or her duties.

15. *The Government institution* shall submit to UNDP at the end of the project audited or certified statement of accounts showing the status of the funds provided to it by UNDP, using Annex 4.

16. *The Government institution* shall provide UNDP with a report of non-expendable equipment purchased by *the Government institution* for the programme/project. The report shall be submitted within 30 days following the closure of the project, and shall be included by UNDP in the main inventory for the programme/project.

17. *The Government institution* shall furnish a final report within 12 months after the completion or termination of the programme/project, including all relevant audited or certified financial statements and records related to such programme/project.

18. Title to any equipment and supplies that may be furnished by UNDP or procured through UNDP funds shall rest with UNDP until such time as ownership thereof is transferred. Except for equipment whose title has been transferred, all other equipment shall be returned to UNDP at the conclusion of the programme/project. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to *the Government institution*, subject to normal wear and tear. *The Government institution* shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

19. Any changes to the Project Document which would affect the work being performed by *the Government institution* in accordance with Attachment 2 shall be recommended only after consultation between the parties.

20. For any matters not specifically covered by this Letter, the appropriate provisions of the Project Document and revisions thereof and the appropriate provisions of the Financial Regulations and Rules of UNDP shall apply.

21. The arrangements described in this Letter will remain in effect until the end of the programme/project, or the completion of activities of *the Government institution* according to Attachment 3, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by *the Government institution* unless it receives written indication to the contrary from UNDP.

22. Any balance of funds that is undispersed and uncommitted after the conclusion of the programme/project shall be returned to UNDP.

23. Any amendment to this Letter shall be effected by mutual agreement, in writing,

24. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to *Mr. Minh Pham Resident Representative, UNDP Jamaica, 1-3 Lady Musgrave Road, Kingston, Jamaica W.I.*

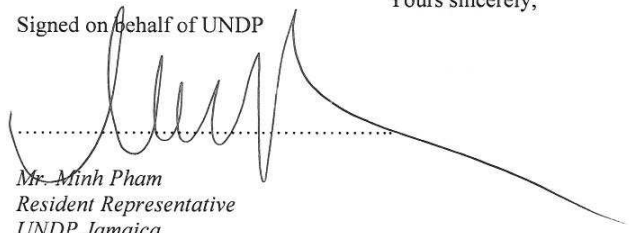
25. *The Government institution* shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

26. Except as provided in paragraph 8 above, any dispute between the UNDP and *the Government institution* arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

27. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your participation in the implementation of the programme/project.

Yours sincerely,

Signed on behalf of UNDP

at 

*Mr. Minh Pham
Resident Representative
UNDP Jamaica*

[Date] *Feb 2, 09*

Signed on behalf of *the Bahamas Environment, Science & Technology Commission*

.....
Mr. Philip Weech
Bahamas GEF Operational Focal Point
Director, BEST Commission

[Date]

Attachment 1

PROJECT DOCUMENT



UNITED NATIONS DEVELOPMENT PROGRAMME
 UNITED NATIONS ENVIRONMENT PROGRAMME
 GLOBAL ENVIRONMENT FACILITY

**Proposal for carrying out 2010 Biodiversity Targets National Assessments
 GEF Additional Funding Request for Biodiversity Enabling Activities**

Summary Project Info	
Country:	The Commonwealth of The Bahamas
Project Title:	2010 Biodiversity Targets National Assessments
GEF Focal Area:	Biological Diversity
GEF Financing:	US\$ \$20,000.00
Co-financing:	Cash:
	In-kind: \$11,621.00
Country Eligibility / Country Drivenness:	
Date of ratification of CBD:	2 September 1993
OFP Request letter:	Mr. Philip S. Weech, GEF Operational Focal Point, The BEST Commission, Nassau, The Bahamas Date of request letter: 1 st October 2008
Implementation Details	
Implementing Agency:	UNDP
Executing Agency:	Bahamas Environment, Science & Technology Commission
Duration:	4 Months
Estimated Start date:	8 th November 2008

ELIGIBILITY

- Countries that have ratified the Convention on Biological Diversity (CBD) and are eligible to GEF Biodiversity funding; and
- Specifically for this umbrella project and as an additional criterion, the GEF requires that countries must have completed their third national report and/or NBSAP – if they received GEF funding for the same – before requesting funding under this project.
- Least Developed Countries (LDCs) and Small Island Developing States (SIDS) are encouraged to apply early.

[Country] is to be considered for additional work in developing national 2010-targets' indicators.

OBJECTIVE

The objective of this proposal is to assist **The Bahamas** with carrying out an initial assessment process with regards to applicable 2010 Biodiversity Targets at national level. Considering that the central theme of the fourth national report of the Convention on Biological Diversity is analysis of progress towards the 2010 Biodiversity Targets, the report format will be used for presenting this progress at national level.

Report preparation will be in accord with COP decision VIII/14, and the CBD Secretariat notification 2006-083 Ref No. ITS/NR/LC/MC/55455, sent out to all Parties on July 28, 2006. Countries will undertake preparation of the reports using the guidelines and format provided at: <http://www.biodiv.org/reports/guidelines.aspx> (all UN languages available).

The Government of **The Bahamas** is requesting US\$ 20,000.00 from the Global Environment Facility (GEF) for the 2010 Biodiversity Targets National Assessment. The support provided by the GEF will enable **The Bahamas** to gather the necessary data for assessing 2010 indicators at national level and to carry out a wide consultation process aimed at: (i) disseminating the importance of 2010 Targets for the progressive implementation of the CBD at country level; and (ii) linking, where relevant, reporting on progress towards the 2010 target with progress in achieving other related global goals such as Millennium Development Goals.

Countries are expected to submit their fourth national report to the CBD Secretariat in a timely manner with respect to the deadline of 30 March 2009. The preparation of the fourth national report to the CBD will be a key outcome of country activities, but other country-specific products may also be envisaged.

STATUS OF EARLIER ASSISTANCE RECEIVED UNDER ENABLING ACTIVITIES

1) National Reporting to CBD		
Report	Date of Submission to CBD Secretariat	Current Status/Comments*
National Biodiversity Strategy and Action Plan (NBSAP)	Submitted to UNEP on 30 June 1999, resubmitted to CBD on 1 st November 2002	Available on CBD Website. Also available on Bahamas National CHM Website. Aspects of the NBSAP have been implemented.
1st National Report	None Submitted	The Second National report was the first national reporting exercise for The Bahamas after the Biodiversity Country Study and the NBSAP were developed.

2nd National Report	1 st November 2002	[Available on CBD website. Available on Bahamas National CHM Website.
3rd National Report	25 th August 2005	Available on CBD Website and on Bahamas National CHM Website.
4th National Report	25 th February 2009	In preparation

* Indicate the status of plans/reports, whether these are still under finalization or under implementation, and whether these have been endorsed by government or parliament as relevant. Please provide any additional comments in the body text (i.e. outside the table).

2) Capacity Needs Assessments carried out		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Start Date:	August 2003	End Date: August 2005
Themes Covered in the Biodiversity Enabling Activities Capacity Needs Assessments		[tick as applicable]
▪ Implementation of measures for in-situ and ex-situ conservation and sustainable use		<input type="checkbox"/>
▪ Methodologies to evaluate and mitigate specific threats to biodiversity components		<input checked="" type="checkbox"/>
▪ Biosafety		<input checked="" type="checkbox"/>
▪ Initial assessment and monitoring programs, including taxonomy		<input type="checkbox"/>
▪ Conservation and sustainable use of biodiversity important for agriculture		<input type="checkbox"/>
▪ Incentive measures		<input type="checkbox"/>
▪ Access to genetic resources, benefit-sharing and formulation of mechanisms for these purposes		<input type="checkbox"/>
▪ Preservation/ maintenance of biodiversity related knowledge of indigenous and local communities with traditional lifestyles		<input type="checkbox"/>
▪ Any other type of Capacity Assessment: [Indicate which]		<input type="checkbox"/>
3) Clearing House Mechanism (CHM) established		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [June 2005]
CHM link:	www.bahamaschm.org	
Is the CHM website maintained up to date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:		

ACTIVITIES TO BE CARRIED OUT

This project will identify and consult with the necessary stakeholders for carrying out initial work on the 2010 Biodiversity National Assessment and support the preparation of the fourth national report by following the guidelines provided at: www.biodiv.org/reports/guidelines.aspx.

The preparation activities may include, *inter alia*:

- Appointment of a coordinator and establishment of a National Report Coordination Team to oversee the preparation of the report. This team will be responsible, in collaboration with the Project Coordinator and UNDP Country Office, for the oversight of all other activities listed below;
- A review of existing information relevant to reporting on the implementation of the CBD at national level, with particular focus on the 2010 indicators. This should furthermore include not only biodiversity information but also activities in

other sectors of the national economy that may have positive, negative or synergistic impacts on biodiversity.

- Biodiversity Country Study
 - NBSAP
 - 2nd National Report
 - 3rd National Report
 - Thematic reports for access and benefit-sharing, invasive species and forestry
 - Bahamas Environmental Handbook
 - National Invasive Species Strategy
 - Invasive Species Database
 - NCSA project report
 - BEA project
 - National Environment Policy
 - National Environmental Management and Action Plan (NEMAP)
 - National Biosecurity Strategy and Biosafety framework documents
- A stakeholder identification process to ensure that relevant stakeholders at all levels of the country are involved in the preparation process. This will be done by the report coordination team, Project Coordinator and Consultants.

Name of Institution	Area of expertise relevant to 4NR
Tertiary Institutes	
a) College of the Bahamas	Ecosystem approach, identification & monitoring, traditional knowledge, capacity building, research & training, technology & science, biotechnology, access to technology & training
b) University of Miami	Marine & coastal biodiversity
c) Gerace Research Centre	Marine & coastal biodiversity, research & training
d) Forfar Field Station	Marine & coastal biodiversity, research a& training
e) Exuma Resource Centre	Marine & coastal biodiversity, research a& training, public education
International NGOs	
a) The Nature Conservancy	Marine & coastal biodiversity, ecosystem approach, forest biodiversity, public education
Government Institutions	
a) Ministry of Education	Public education, capacity building, technology & science
b) Department of Environmental Health Services	Identification & monitoring, public education, alien species, access to technology & training
c) Department of Fisheries	Marine & coastal biodiversity, ecosystem approach, identification & monitoring, in situ conservation, ex situ conservation, sustainable use, research & training, public education, access to genetic resources, access to technology & training, exchange

	of information, technology & science, financial resources
d) Department of Agriculture	2010 Targets, GSPC, ecosystem approach, identification & monitoring, alien species, agricultural biodiversity, dry & subhumid biodiversity, in situ conservation, GURTs, ex situ conservation, sustainable use, incentives, research & training, public education, access to genetic resources, access to technology & training, exchange of information, biotechnology, financial resources
e) Water and Sewerage Corporation	Inland water biodiversity
f) Department of Lands and Surveys	Forest biodiversity
g) Department of Physical Planning	Inland water biodiversity, marine & coastal biodiversity, identification & monitoring
h) Attorney-General's Office	Access to genetic resources
i) Bahamas Environment, Science and Technology Commission	All areas except forest biodiversity, GSPC, in situ & ex situ conservation
j) Antiquities, Monuments & Museums Corporation	Traditional knowledge, Akwe Kon guidelines
k) Ministry of Youth, Sports & Culture	Traditional knowledge, Akwe Kon guidelines
k) Ministry of the Environment	Biodiversity, Climate Change and Wetlands.
l) Bahamas National GIS Centre	Exchange of information, forest biodiversity
National NGOs	
a) Bahamas Reef and Environmental Education Foundation	Marine & coastal biodiversity, public education
Bahamas National Trust	Inland water biodiversity, ecosystem approach, in situ conservation, sustainable use, public education, exchange of information, financial resources
Private sector	
a) Diane Claridge	Marine & coastal biodiversity
b) Ethan Fried	Forest biodiversity

- A series of consultations/information sharing with stakeholders
- A compilation and synthesis of the inputs for different stakeholders and provided to UNDP
- The fourth national report to the CBD prepared and submitted. The report is expected to have the following format as stipulated by the guidelines for preparation:

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Executive Summary	
Chapter I -	Overview of Biodiversity Status, Trends and Threats
Chapter II -	Current Status of National Biodiversity Strategies and Action Plans
Chapter III -	Sectoral and cross-sectoral integration or mainstreaming of biodiversity considerations
Chapter IV -	Conclusions: Progress Towards the 2010 Target and Implementation of the Strategic Plan
Appendix I -	Information concerning reporting Party and preparation of national report
Appendix II -	Further sources of information
Appendix III -	Progress towards Targets of the Global Strategy for Plant Conservation and Programme of Work on Protected Areas
Appendix IV -	National indicators used in the report (optional)

- A final consultation to review the final draft report and to obtain stakeholder agreement on the content before government endorsement and submission to CBD Secretariat.

INSTITUTIONAL ARRANGEMENTS

The national executing agency responsible for oversight and implementation of the project preparation of will be The Bahamas Environment, Science & Technology Commission. The Executing Agency will work closely with the National Biodiversity Task Force/Committee and **National Project Coordinator, National Report Coordination team.**

The Director/Coordinator/Manager of The Bahamas Environment will be responsible for the coordination of project activities in close consultation with the UNDP Country Office. The Director/Coordinator/Manager will provide overall project management and supervision.

A short-term consultant(s) may be recruited to assist in facilitating the review of data and consultations for 2010 Biodiversity Targets National Assessment. Short term consultants will be recruited to assist in facilitating the review of data and consultations for the preparation of the 4th National report. Local consultants will be engaged to perform the tasks as outlined in the Terms of Reference in Annex 4.

The UNDP Country Office will monitor the project in accordance with the agreed budget and outputs and disburse funds to facilitate implementation.

OUTPUTS

The main output of the preparation process will be an approved fourth national report prepared in accordance with the CBD guidelines ready to be submitted to the CBD Secretariat and in both hard and electronic format before or by 30th March 2009 deadline as possible.

OUTPUTS BUDGET BREAKDOWN AND WORKPLAN

Activity	Month 1	Month 2	Month 3	Month 4	... Month <i>n</i>	GEF Budget estimate (US \$)
Identification and review of existing biodiversity information	2,500.00		3,102.00			\$5,602.50
Stakeholder consultations and meetings	5,000.00		3,385.00			\$8,385.00
Preparation and finalization of draft report			3,000.00	3,012.50		\$6,012.50
[Add any other applicable activity]						\$
Total						\$20,000.00

TOTAL ATLAS BUDGET AND WORK PLAN OF INDIVIDUAL COUNTRY REQUEST ¹

Atlas Award: 00057358 / Atlas Proposal: 00047594

Award Title (for the umbrella project): PIMS 3918 BD MSP: GLO Support to CBD 2010 targets + 4NR

Title of the country specific sub-project, corresponding to an Atlas Activity Title:

[The Bahamas] - 2010 Biodiversity Targets National Assessment

Atlas Activity number : Activity No. 55

GEF Outcome / Atlas Activity	Responsible Party	Source of Funds	ERP/ATLAS Budget Description	Amount 2008 (USD)	Amount 2009 (USD)	Total (USD)
OUTCOME 1: National Assessment on 2010 Biodiversity Targets carried out and fourth national report prepared by [The Bahamas] and submitted to the CBD Secretariat	Min. Envt	GEF	71200 International Consultants		0	0
			71600 Travel		6,120	6120
			71300 Local Consultants	10,315		10,315
			72100 Contractual Services-Companies	2,265		2,265
			74200 Audio Visual & Print Prod Costs		500	500
			72400 Communication		400	400
			72500 Supplies	400		400
			sub-total			12,980
			TOTAL	12,980	7,020	20,000
			[not to exceed \$20,000] GEF			20,000
			Govt (in Kind)			11,621
			Others			0

¹ To be completed during project preparation for entry into Atlas at Project Document Signature. GEF budget must not exceed \$20,000.

LETTER OF REQUEST FROM GEF OPERATIONAL FOCAL POINT



THE BAHAMAS ENVIRONMENT, SCIENCE
AND TECHNOLOGY COMMISSION
Ministry of The Environment

REF: OPM/BEST/CBD/I

1 October 2008

Mr. Minh Pham
Resident Representative
UNDP Jamaica
123 Lady Musgrave Road
Kingston 5

Subject: Endorsement for Country Activities under the joint UNDP-UNEP global umbrella project 'Towards 2010 Biodiversity Targets' "Support to GEF Eligible CBD Parties for carrying out 2010 Biodiversity Targets National Assessments"

As GEF Operational Focal Point for The Commonwealth of The Bahamas, I confirm that the above request for funding is in accordance with the Bahamas government's national priorities and the commitments made by The Commonwealth of The Bahamas under the Convention on Biodiversity. Further, the project has been discussed with relevant stakeholders, including the Convention's focal points in the Commonwealth, in accordance with GEF's policy on public involvement.

Accordingly, I am pleased to endorse the current request for funding under the Global Umbrella Project 'Towards 2010 Biodiversity Targets' with the support of UNDP and UNEP, which are jointly implementing the project. If approved, activities at national level described in the enclosed Country Request Form will be implemented by The Bahamas Environment, Science & Technology Commission. Further, I request UNDP and UNEP to avail a copy of the country request and this letter to the GEF Secretariat, as well as to other project partners as applicable.

I understand that the total GEF financing being requested for this project is \$20,000.00, exclusive of Agency fee (10%) to UNDP for project cycle management services associated with this project.

It is also understood that specifically for the mentioned umbrella project and as an additional eligibility criterion, the GEF requires that countries must have completed their third national report and/or NBSAP - if they received GEF funding for the same - before requesting funding under this project.

Sincerely,

Mr. Philip S. Weech
Bahamas GEF Operational Focal Point
Director, BEST Commission

Copy to: Mr. Ronald Thompson, Permanent Secretary, Ministry of the Environment
UNDP Regional Technical Advisor for Biodiversity covering The Bahamas
Ms. Fabiana Isler, Focal Point for BD Enabling Activities in UNDP (fabiana.isler@undp.org)
Ms. Esther Mwangi, Focal Point for BD Enabling Activities in UNEP (Esther.Mwangi@unep.org)

[The Commonwealth of The Bahamas]

2010 BIODIVERSITY TARGETS NATIONAL ASSESSMENT

**SIGN-OFF FORM ON THE COMPLETION
OF ACTIVITIES AT COUNTRY LEVEL**

[To be completed once the country activity is terminated.]

This is to confirm that [The Bahamas] has successfully concluded its 2010 Biodiversity Targets National Assessment process and the preparation of the fourth national report to the Convention on Biodiversity (CBD).

The process was carried out and finalized with the participation of key biodiversity stakeholders in the country.

As per applicable guidelines, the fourth national report to the CBD of [The Bahamas] was submitted to the CBD Secretariat on [date of submission].

CBD Focal Point, on behalf of the Government			
Name, Title	Institution	Signature	Date

Environment Focal Point in the Country Office, on behalf of UNDP Resident Representative			
Name, Title	Institution	Signature	Date
	UNDP [Country]		

Attachment 2

DESCRIPTION OF SERVICES

Programme/project number: Phase I (4NR) (PIMS 3918)

Programme/project title: The Bahamas - 2010 Biodiversity Targets National Assessment

Results to be achieved by the Government institution

Provide a summary of the results to be achieved by *the Government institution* particularly the outputs they are expected to produce.

The main output of the preparation process will be an approved fourth national report prepared in accordance with the CBD guidelines ready to be submitted to the CBD Secretariat and in both hard and electronic format before or by 30th March 2009 deadline as possible.

Work to be performed by the Government institution

Explain the activities to be carried out by *the Government institution*

ACTIVITIES TO BE CARRIED OUT

This project will identify and consult with the necessary stakeholders for carrying out initial work on the 2010 Biodiversity National Assessment and support the preparation of the fourth national report by following the guidelines provided at: www.biodiv.org/reports/guidelines.aspx.

The preparation activities may include, *inter alia*:

- Appointment of a coordinator and establishment of a National Report Coordination Team to oversee the preparation of the report. This team will be responsible, in collaboration with the Project Coordinator and UNDP Country Office, for the oversight of all other activities listed below.
- A review of existing information relevant to reporting on the implementation of the CBD at national level, with particular focus on the 2010 indicators. This should furthermore include not only biodiversity information but also activities in other sectors of the national economy that may have positive, negative or synergistic impacts on biodiversity.

- A stakeholder identification process to ensure that relevant stakeholders at all levels of the country are involved in the preparation process. This will be done by the report coordination team, Project Coordinator and Consultants.

Description of inputs:

- ✓ Identification and review of existing biodiversity information.
- ✓ Stakeholder consultations and meeting.
- ✓ Preparation and finalization of draft report

Annexes:

Annex 1 – Project Document

Annex 2 – Description of Services

Annex 3 – Schedule of Services, Facilities and Payments

Annex 4 – Model UNDP Expenditure

Attachment 3

Schedule of Services, Facilities and Payments

Year _____

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget Budget Description	Amount (USD)	Schedule of payments by UNDP				
		Month 1	Month 2	Month 3	Month 4			Q1	Q2	Q3	Q4	
	Identification and review of existing biodiversity information	X		X		Travel	6120	✓				
	Stakeholder consultations and meetings	X		X		Local Consultants	10,315	✓				
	Preparation and finalization of draft report				X	Contractual Services- Companies	2,265	✓				
						Audio Visual & Print Prod Costs	500	✓				
						Communication	400	✓				
						Supplies	400	✓				
						Total	20,000		20,000			

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the programme/project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by [(a) the Government institution] or [(b) the UN agency] in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and [(a) the Government institution] or [(b) the UN agency]. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the programme/project.

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period _____

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
		Total				