

**United Nations Development Programme**  
**Country: Belize**  
**Project Document**



**UNDAF Outcome(s):** *UNDAF Outcome 3*

By 2011, national frameworks and capacities are in place enhancing the ability to adequately address adaptation to and mitigation of the impact of disasters as well as the comprehensive, equitable, sustainable and effective management of the nation's natural resources.

**Expected CP Outcome(s):**

- 3.2.1 Strengthened national capacity in dealing with legal and regulatory frameworks under the Multilateral Environment Agreements, allowing for the adequate mainstreaming of these conventions into national policies and strategies
- 3.2.3 Environmental policies and strategies are integrated into the national development agenda, enhancing a comprehensive response to the rights of the vulnerable and excluded groups.

**Implementing Partner:** Ministry of Natural Resources and Environment (MNRE)

**Responsible Parties:** Department of Environment (DOE), Belize Agricultural Health Authority, Ministry of Health, Ministry of Economic Development

**Narrative**

The proposed initiative is a part of a partnership initiative being advanced by UNDP and UNEP aimed at assisting developing countries in taking up the second and third strategic priorities of the Strategic approach to international Chemicals Management (SAICM) Quick Start Programme (QSP). These include:

- “Development and strengthening of national chemicals management institutions, plans, programmes and activities to implement the Strategic Approach, building upon work conducted to implement international chemicals-related agreements and initiatives”; and
- “Undertaking analysis, interagency coordination, and public participation activities directed at enabling the implementation of the Strategic Approach by integrating – i.e. mainstreaming – the sound management of chemicals in national strategies, and thereby informing development assistance cooperation priorities”.

Belize's objectives for this project are to work with the UNDP/UNEP partnership initiative to begin implementing key steps for strengthening the domestic sound management of chemicals regime consistent with SAICM, including:

1. Qualification of the links between priority major chemical management problem areas and human health and environmental quality in Belize;
2. Identifying what areas of Belize's national SMC governance regime need strengthening most urgently;
3. Development of a realistic phased plan for strengthening Belize's national SMC governance regime;
4. Assistance for Belize to quantify the costs of inaction/benefits of action in planning/finance/economic language regarding major chemical management problem areas (drawn from objective 1 above); and
5. Propose a path forward to mainstream the highest priority SMC issues in Belize's development planning processes and plans.

Programme Period:	2007-2011
CPAP Programme Component:	Energy and Environment
Project Title:	<b><i>“Mainstreaming into Development Plans: Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance”</i></b>
Atlas Award ID:	tbd
Start date:	September 2008
End Date	October 2009
PAC Meeting Date	tbd

Estimated annualized budget:	Y1:USD 124,981 Y2:USD 106,500
Total resources required:	USD 231,481
Total allocated resources:	USD 231,481
▪ Regular (SAICM QSP Trust Fund)	USD 231,481
Unfunded budget:	-
In-kind Contributions	tbd
Programme Support Cost:	8% (USD18,519)
TOTAL BUDGET:	

Agreed by (Implementing Partner):

Date:

Agreed by UNDP:

Date:

## I. ANNUAL WORK PLAN BUDGET SHEET

Year: 1

ROJECT ACTIVITY AREAS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Description	Amount
<b>Activity Area 1: Adaptive Management / Support of Cross Sectoral, Interagency Coordinating Mechanism</b>	<b>Activity Result: PMU in place and capable of effective project management</b>					<b>UNDP/DOE</b>	<b>Total Budget</b>	<b>\$89,481</b>
	<ul style="list-style-type: none"> <li>▪ Hiring of PM and PA</li> <li>▪ PMU develop comprehensive partner database</li> </ul>						71300	\$35,000
	<ul style="list-style-type: none"> <li>▪ Establishment of Cross Sectoral Interagency Coordinating Mechanism</li> <li>▪ Support PMU in management of project</li> </ul>						71600	\$5,000
							73100	\$2,000
							72400	\$5,000
							74500	\$3,000
	<ul style="list-style-type: none"> <li>▪ Purchase of Equipment for PMU</li> </ul>						72800	\$4,481
	<ul style="list-style-type: none"> <li>▪ Conduct Initiation Workshop/ project awareness activities</li> <li>▪ Finalize project planning with UNDP/ UNEP</li> </ul>						72100	\$20,000
	<ul style="list-style-type: none"> <li>▪ Final Project Evaluation</li> </ul>						74100	\$10,000
<ul style="list-style-type: none"> <li>▪ UNDP Project Support (15% staff time of UNDP-Belize EPO)</li> </ul>					73500	\$5,000		
<b>Activity 2: Research, Analysis and planning in Support of improved SMC Governance Consistent with the Strategic Objectives of SAICM</b>	<b>Activity Result : National SMC Report/ Priority setting</b>					<b>UNDP/ICM/PMU</b>	<b>Total Budget</b>	<b>\$72,500</b>
	<ul style="list-style-type: none"> <li>▪ Contract consultants for development of updated SMC</li> </ul>						71300	\$20,000
							71200	\$17,500

	<ul style="list-style-type: none"> <li>Analysis to develop Updated National SMC</li> </ul>							
PROJECT ACTIVITY AREAS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Description	Amount
<b>Activity 2 (cont'd): Research, Analysis and planning in Support of improved SMC Governance Consistent with the Strategic Objectives of SAICM</b>	<ul style="list-style-type: none"> <li>Conduct Multi stakeholder consultation/ awareness raising workshop</li> </ul>					UNDP/ICM/PMU	72100	\$10,000
	<ul style="list-style-type: none"> <li>Carry out priority setting workshop</li> </ul>						72100	\$15,000
	<ul style="list-style-type: none"> <li>Sub contracts to Research institutions and NGO's</li> </ul>						72100	\$10,000
<b>Activity 3: Planning to Implement Priority Actions, Including via Mainstreaming in national Development Plans</b>	<b>Activity Results : Economic Analysis/ Development Case, Phased plan for addressing priority gaps, Road map for mainstreaming issues into development process</b>						<b>Total Budget</b>	<b>\$69,500</b>
	<ul style="list-style-type: none"> <li>Contract consultants for development of required deliverables</li> </ul>						71300	\$20,000
							71200	\$17,500
	<ul style="list-style-type: none"> <li>Conduct consultation/ validation workshops for expected deliverables</li> </ul>						72100	\$15,000
	<ul style="list-style-type: none"> <li>Support NGO participation in deliverable development</li> </ul>						72100	\$5,000
	<ul style="list-style-type: none"> <li>Disseminate project deliverables and lesson learnt documents</li> </ul>						74200	\$12,000
<b>PROJECT TOTAL</b>								<b>\$231,481</b>

<b>Award ID:</b>	Tbd
<b>Award Title:</b>	
<b>Business Unit:</b>	SLV10
<b>Project Title:</b>	Mainstreaming into National Development Plans: Sound Management of Chemicals (SMC) Priorities for Key Development Sector (s) in Belize and Associated Improved SMC Governance
<b>Implementing Partner (Executing Agency)</b>	Ministry of Natural Resources and the Environment (MNRE), Department of Environment (DOE)

Project Activity Areas/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	Budget Note:
<b>Activity 1: Adaptive Management / Support of Cross Sectoral, Interagency Coordinating Mechanism</b>	<b>Department of Environment/ Ministry of Natural Resources and the Environment</b>		<b>SAICM: Quick Start Programme Trust Fund</b>	71300	Local Consultants	\$17,000	\$18,000	<b>\$35,000</b>	Salaries: Project Manager and Assistant
				71600	Travel	\$2,500	\$2,500	<b>\$5,000</b>	Mission Cost: Airfare/ DSA
				72800	Information Technology Equipment	\$4,481	-	<b>\$4,481</b>	Computer and IT equipment (PMU)
				73100	Rental and Maintenance-Premises	\$2,000	-	<b>\$2,000</b>	Establishment of PMU.
				74500	Miscellaneous	\$1,500	\$1,500	<b>\$3,000</b>	Support PMU
				72400	Communications and Audio Visual	\$2,500	\$2,500	<b>\$5,000</b>	Support PMU
				74100	Professional Services	-	\$10,000	<b>\$10,000</b>	Monitoring and Evaluation
				73500	Reimbursement Cost	\$2,500	\$2,500	<b>\$5,000</b>	15% staff time UNDP-Belize EPO (technical backstopping, management support )
				72100	Contractual Services- Companies	20,000	-	<b>\$20,000</b>	Project Inception Workshop (Including travel/ DSA of UN Experts)
					<b>sub-total Activity 1</b>	<b>\$52,481</b>	<b>\$37,000</b>	<b>\$89,481</b>	

Project Activity Areas/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	Budget Note:
<b>Activity 2: Research, Analysis and planning in Support of improved SMC Governance Consistent with the Strategic Objectives of SAICM</b>	<b>Department of Environment/ Ministry of Natural Resources and the Environment</b>		<b>SAICM: Quick Start Programme Trust Fund</b>	71300	Local Consultants	\$20,000	-	<b>\$20,000</b>	Consultancies: National Counterparts Supporting - Development of National SMC Situation Report - SMC Prioritization Exercise (Draft Priority Action Plan)
				71200	International Consultants	17,500	-	<b>\$17,500</b>	Consultancies: Rates include Airfare and DSA - Development of National SMC Situation Report - SMC Prioritization Exercise (Draft Priority Action Plan)
				72100	Contractual Services- Companies	\$35,000	-	<b>\$35,000</b>	Meetings/ Workshops: -Multi stakeholder Consultation and Awareness Raising (Promulgation of SMC Sit. Report) - Priority Setting (Validation of Draft Priority Setting Document) -Research Centers/ Labs/ NGO's
					<b>sub-total Activity 2</b>	<b>\$72,500</b>	-	<b>\$72,500</b>	

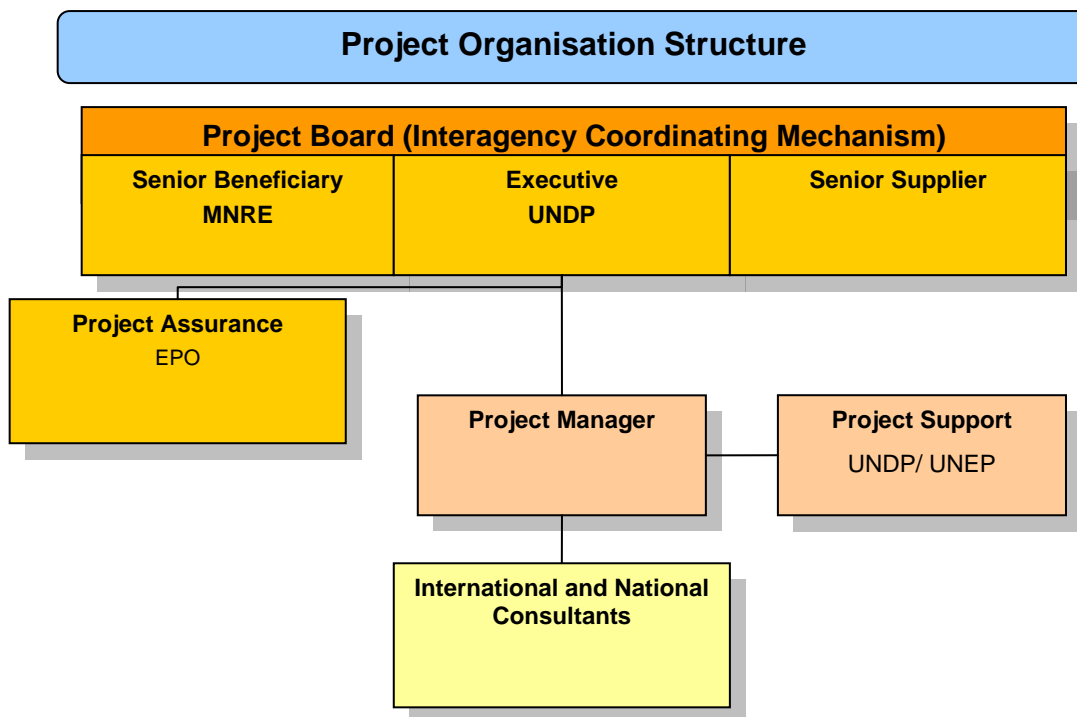
Project Activity Areas/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	Budget Note:
<b>Activity 3: Planning to Implement Priority Actions, Including via Mainstreaming in national Development Plans</b>	<b>Department of Environment/ Ministry of Natural Resources and the Environment</b>		<b>SAICM: Quick Start Programme Trust Fund</b>	71300	Local Consultants	-	\$20,000	<b>\$20,000</b>	Consultancies: National Counterparts - Economic Analysis for mainstreaming Priority SMC Issues - SAICM Implementation Plan - Roadmap for mainstreaming SMC in Development
				71200	International Consultants	-	\$17,500	<b>\$17,500</b>	Consultancies: Rates include Airfare and DSA - Economic Analysis for mainstreaming Priority SMC Issues - SAICM Implementation Plan - Roadmap for mainstreaming SMC in Development Processes
				72100	Contractual Services- Companies	-	\$20,000	<b>\$20,000</b>	- Validation Final Action plan/ Road Map - NGO
				74200	Audio Visual and Printing Production Cost	-	12,000	<b>\$12,000</b>	Printing and Dissemination Project Output Documents
					<b>sub-total Activity 3</b>	-	<b>\$69,500</b>	<b>\$69,500</b>	

Project Activity Areas/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	Budget Note:
					Direct Project Cost	\$124,981	\$106,500	\$231,481	
					Programme Support Cost	\$9,999	\$8,520	\$18,519	
					<b>PROJECT TOTAL</b>	<b>\$134,980</b>	<b>\$115,020</b>	<b>\$250,000</b>	



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## II. MANAGEMENT ARRANGEMENTS



This project will be delivered as a partnership, with government officials, local experts and UNDP/UNEP experts working closely together as a team throughout the various activities of the project in order to share experiences, information and knowledge and develop capacity for the benefit of Belize.

In this partnership approach, UNEP will lead support to the Belize partners for project objectives 1-3, with UNDP assisting:

1. Qualification of the links between major chemical management problem areas and human health and environmental quality in Belize, emphasizing key development sectors.
2. Identifying what areas of Belize's national SMC governance regime needs strengthening.
3. Development of a realistic phased plan for strengthening Belize's national SMC governance regime, in particular as applicable to priority development sectors.

UNDP<sup>1</sup> will lead support to the Belize partners for project objectives 4-5, with UNEP assisting:

4. Assistance for Belize to quantify the costs of inaction/benefits of action in planning/finance/economic language regarding major chemical management problem areas within priority development sector.

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<sup>1</sup> The Belize/UNDP/UNEP Partnership Initiative for the Implementation of SAICM receives support (besides support from UNEP) from the UNDP Montreal Protocol – Chemicals Unit located in New York, the UNDP Regional Centre located in Panama but most importantly the UNDP Country Office in Belize. As mentioned in this project proposal, UNDP-Belize not only supports the Government of Belize in the implementation of programmes in the area of Environment and Chemicals Management but also supports the Government in the review process of its National Poverty Elimination Strategy Action Plan (NPESAP) and Medium Economic Strategy. UNDP-Belize's specific role in these review processes will provide opportunities for mainstreaming the sound management of chemicals in these national strategies.

5. Propose a path forward to mainstream the highest priority SMC issues in Belize's development planning processes and plans.

This AWP will be nationally executed (NEX-modality) and is an integral part of the UNDP Country Programme Action Plan (CPAP) 2007 – 2011 signed between the Government of Belize and UNDP in December 2006. The signing of the UNDP CPAP 2007-2011 constitutes a legal endorsement by the Government of Belize of the fact that the signing of this Annual Work Plan (AWP) by UNDP and MNRE establishes a legal agreement between both parties for the implementation of this AWP by DOE, who acts as the Executing Agency.

To ensure UNDP's accountability for programming activities and use of resources, while fostering national ownership, appropriate management arrangements and oversight of UNDP programming activities will be established. The management structure will respond to project's needs in terms of direction, management, control and communication. As the project is cross-functional and involves various stakeholders, its structure will be flexible in order to adjust to ongoing changes in the context. The UNDP Project Management structure consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project.

**Government Cooperating Agency:** The Government Cooperating Agency is the governmental unit directly responsible for the government's participation in each UNDP-assisted project. In the case of the initiative developed under the SAICM QSP, the Government Cooperating Agency is represented by the Ministry of Natural Resources and Environment (MNRE). A representative of the MNRE will perform the role and functions of the Senior Beneficiary in the Project Board.

**Implementing Partner:** UNDP, through its office in Belize, will serve as the Implementing Agency (IA) of the project, with the Department of Environment serving as an Implementing Partner/ Executing Agency (EA). The EA is responsible and accountable for managing the different components of project according to the approved work plan, including the daily monitoring of project interventions. The EA may contract service providers to assist in successfully delivering of project outputs.

**Project Execution Group (PEG)/Project Board (PB):** The Project Execution Group/ Project Board is the group responsible for making by consensus, management decisions for a project when guidance is required by the Project Manager. Responsibilities of the PEG/PB include making recommendations for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, the PEG/PB decisions should 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 a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Officer. In addition, the PEG/PB plays a critical role in UNDP commissioned project evaluations by quality assuring the evaluation process and products, and using evaluations for performance improvement, accountability and learning. This group is consulted by the Project Manager for decisions when Project Manager's tolerances (normally in terms of time and budget) have been exceeded (flexibility). Based on the approved Annual Work Plan (AWP), the PEG/PB may review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans. It is the authority that signs off the completion of each quarterly plan as well as authorizes the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities.

The PEG/PB group contains three roles:

1. Executive: individual representing the project ownership to chair the group.
2. Senior Supplier: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project. The Senior Supplier's primary function within the Project Board is to provide guidance regarding the technical feasibility of the project.
3. Senior Beneficiary: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

**Project Assurance:** Project Assurance is the responsibility of each Project Board member; however the role can be delegated. The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager. A UNDP Programme Officer typically holds the Project Assurance role.

**Project Manager:** The Project Manager 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. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document-, to the required standard of quality and within the specified constraints of time and cost. A Project Manager will be hired using project funds and will be based within the Department of Environment (DOE); this individual is different from the Implementing Partner's representative aka the Project Director.

**Project Support:** The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. UNDP Finance/ Operations Managers will provide financial, administration and management support to the Project Manager as required by the needs of the project or Project Manager. Additional support roles will be undertaken by UNDP and UNEP Regional Bureaus, UNDP's Montreal Protocol/Chemicals Unit (New York), UNEP Chemicals (Geneva) and the SAICM Secretariat. The Department of Environment and the Project Assistant being hired to the project will also provide additional support to the project.

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### III. MONITORING FRAMEWORK AND EVALUATION

*Project monitoring and evaluation will be conducted in accordance with established UNDP procedures and will be provided by the Project Manager, with support from the UNDP Belize Country Office (UNDP-Belize) and the UNDP Montreal Protocol/Chemicals Unit.*

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#### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Programme Officer to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Day to day monitoring of implementation progress will be the responsibility of the Project Manager, based on the project's annual work plan (AWP). The Project Manager should inform UNDP of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress **may** also be undertaken by UNDP-Belize through quarterly meetings with the project proponents. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

UNDP requires that Annual Monitoring occur through a **Tripartite Review (TPR)** meeting held once a year. This is the highest policy-level meeting of the parties directly involved in the implementation of a project. The Project Manager prepares an **Annual Project Report (APR)** and submits it to UNDP-Belize and the UNDP Montreal Protocol/Chemicals Unit (New York) for review and comments.

The APR is a UNDP requirement and part of UNDP's Belize Office central oversight, monitoring and project management. It is a self-assessment report by project management to UNDP-Belize. The format of the APR is flexible but should include the following:

- An analysis of project performance over the reporting period, including outputs produced and, where possible, information on the status of the outcome
- The constraints experienced in the progress towards results and the reasons for these
- The three (at most) major constraints to achievement of results
- Lessons learned

- Clear recommendations for future orientation in addressing key problems if a lack of progress is experienced

UNDP-Belize also conducts *Terminal Tripartite Reviews* in the last month of project operations. Once again, the Project Manager is responsible for preparing the Terminal Report and submitting it to UNDP-Belize and the UNDP Montreal Protocol/Chemicals Unit (New York) for review and comments. The terminal tripartite review considers the implementation of the project as a whole, paying particular attention to whether the project has achieved its stated objectives and contributed to the broader environmental objective. It decides whether any actions are still necessary, particularly in relation to sustainability of project results, and acts as a vehicle through which lessons learnt can be captured to feed into other projects under implementation or formulation.

### **Independent Evaluation**

The project will be subjected to an independent national external final evaluation [for example, may be conducted by a qualified national consultant or a national academic institution].

*Final Evaluation* [linked to the Terminal Tripartite Review process outlined above]. A Final Evaluation will take place prior to the terminal tripartite review meeting. The final evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. The Final Evaluation should also provide recommendations for follow-up activities. Terms of Reference for the final evaluation will be prepared following consultation between the parties implementing the project, with guidance provided by UNDP-Belize and the UNDP Montreal Protocol/Chemicals Unit (New York).

### **Audit Clause**

UNDP implemented projects are subject to audit. The Government will provide the UNDP Resident Representative with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP managed activities according to the established procedures set out in the UNDP Programming and Finance manuals [UNDP-CO assists]. The Audit will be conducted by the legally recognized auditor of the Government, or by a commercial auditor engaged by the Government.

## Quality Management for Project Activity Results

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process "Defining a Project". This table shall be further refined during the process "Initiating a Project".

<b>OUTPUT 1: Effective Project Management</b>		
<b>Activity Result 1</b>	<b>Effective ongoing program management</b>	Start Date: Sep 2008 End Date: Oct 2009
<b>Purpose</b>	To guarantee proper development and implementation of program activities	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Identification and hiring of project Coordinator</li> <li>- Project initiation and final planning with UNEP/ UNDP</li> <li>- Project inception workshops</li> <li>- Stakeholder mapping</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
1. Project team in place within DOE	1. Project Performance Audit	Dec 2008 Oct 2009
2. Project delivery rate exceed 75% of allocated budget	2. Project CDR's/ Project Budget Balances	Dec 2008 Dec 2009
3. Deliverables executed in timely fashion	3. End of Stage Reports	Dec 2008 Mar 2009 Jun 2009 Oct 2009
	4. Terminal Project Report	Oct 2009

<b>OUTPUT 2: Functional Cross Sectoral, Interagency Coordination Mechanism</b>		
<b>Activity Result 2</b>	<b>Adaptive collaborative management</b>	Start Date: Sep 2008 End Date: Oct 2009
<b>Purpose</b>	To support work of project, ensuring representation/ participation of key stakeholder groups	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Establish national coordination body comprising of key ministries involved with aspects of chemical management</li> <li>- Hosting of quarterly meeting of interagency mechanism</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
1 SMC interagency meetings held	1. Meeting minutes	Oct 2008 Dec 2008 Jan 2009 April 2009 July 2009 Oct 2009

<b>OUTPUT 3: Research, Analysis and planning in Support of improved SMC Governance Consistent with the Strategic Objectives of SAICM</b>		
<b>Activity Result 3</b>	<b>Updated “National SMC Situation Report”</b>	Start Date: Sep 2008 End Date: Dec 2008
<b>Purpose</b>	To develop basis for the identification of highest priorities for SMC action	
<b>Description</b>	<ul style="list-style-type: none"> <li>- <i>Recruit consultant</i></li> <li>- <i>Conduct exercise qualifying link between major chemical management areas and human health and environmental quality</i></li> <li>- <i>ID gaps within national SMC governance regime</i></li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<ol style="list-style-type: none"> <li>1 Completed deliverable</li> <li>2 Government Endorsement</li> </ol>	<ol style="list-style-type: none"> <li>1. Validation sessions</li> <li>2. Peer review</li> <li>3. Recommendation for acceptance</li> </ol>	Dec 2008

<b>OUTPUT 3: Research, Analysis and planning in Support of improved SMC Governance Consistent with the Strategic Objectives of SAICM</b>		
<b>Activity Result 4</b>	<b>Multi-stakeholder Consultation and Awareness Raising Workshop</b>	Start Date: Sep 2008 End Date: Dec 2008
<b>Purpose</b>	To raise awareness as to SMC Situation Report and initiate priority setting discussions	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Identification of participants</li> <li>- Workshops organized and held</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
<ol style="list-style-type: none"> <li>1 # of stakeholders participating in workshop</li> <li>2 Positive Feedback from workshop evaluation</li> </ol>	<ol style="list-style-type: none"> <li>1. Participant list</li> <li>2. Workshop proceedings/ summary report</li> </ol>	Dec 2008

<b>OUTPUT 3: Research, Analysis and planning in Support of improved SMC Governance Consistent with the Strategic Objectives of SAICM</b>		
<b>Activity Result 5</b>	<b>Identification of National SMC- specific objectives and priorities</b>	Start Date: Jan 2009 End Date: Mar 2009
<b>Purpose</b>	To conclude the country's priorities for SMC improvements	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Consult with stakeholder groups</li> <li>- Preparation of document outlining decisions on Priorities for Action</li> <li>- Validate findings</li> <li>- Seek Government Endorsement of findings</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>

1 Completed deliverable 2 Government Endorsement	1. Validation sessions, workshop summary report 2. Peer review 3. Recommendation for acceptance	May 2009
<b>OUTPUT 4 : Planning to Implement Priority Actions</b>		
<b>Activity Result 6</b>	<b>Phased plan for Addressing SMC Priorities</b>	Start Date: May 2009 End Date: Sep 2009
<b>Purpose</b>	To more specifically identify a phased plan for actions to improve SMC in the priority development sectors and supporting governance.	
<b>Description</b>	- <i>Identification of capacity building actions, costing, partners and programmatic opportunities</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
1 Completed deliverable 2 Government Endorsement	1. Validation sessions, workshop summary report 2. Peer review 3. Recommendation for acceptance	May 2009
<b>OUTPUT 4 : Planning to Implement Priority Actions</b>		
<b>Activity Result 7</b>	<b>Demonstration of Building an Economic Analysis</b>	Start Date: Jun 2009 End Date: Aug 2009
<b>Purpose</b>	To capture the hidden costs and benefits of policy options as it relates to SMC	
<b>Description</b>	- <i>Conduct Economic analysis</i> - <i>Develop case for mainstreaming certain high priority SMC issues in national Development Plans</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
1 Completed deliverable 2 Government Endorsement	1. Validation sessions, workshop summary report 2. Peer review 3. Recommendation for acceptance	Aug 2009
<b>OUTPUT 4 : Planning to Implement Priority Actions</b>		
<b>Activity Result 8</b>	<b>Road map for mainstreaming highest priority SMC issues</b>	Start Date: Aug 2009 End Date: Oct 2009
<b>Purpose</b>	To inform national development planning documents and enhancing buy-in by government and other key stakeholders	
<b>Description</b>	- <i>ID best opportunities to influence development processes</i> - <i>Develop Mainstreaming Road map</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the</i>	<b>Quality Method</b> <i>Means of verification. what method will be</i>	<b>Date of Assessment</b> <i>When will the assessment</i>



<i>activity result will be measured?</i>	<i>used to determine if quality criteria has been met?</i>	<i>of quality be performed?</i>
<ul style="list-style-type: none"> <li>1 Completed deliverable</li> <li>2 Government Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>1. Validation sessions, workshop summary report</li> <li>2. Peer review</li> <li>3. Recommendation for acceptance</li> </ul>	Oct 2009

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## LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document. Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

The implementing partner shall:

1. 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;
2. Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

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.

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".

## ANNEX 1: RISK ANALYSIS

### MODIFIED OFFLINE RISK LOG

<b>Project Title:</b> <i>Mainstreaming into National Development Plans: Sound Management of Chemicals (SMC) Priorities for Key Development Sector (s) in Belize and Associated Improved SMC Governance</i>	<b>Award ID:</b>	<b>Date:</b> 23/06/2008
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#	Description	Type	Impact & Probability	Countermeasures / Mngt response	Owner
1	Lack of complete buy-in by stakeholder groups	Strategic	Insufficient buy-in by project primary stakeholders can result in failure of the project to adequately realize project deliverables, particularly sustainability of the actions proposed by the project. P = 3 I = 5	To ensure stakeholder buy-in into the process the project required that letters of support be provided by the main stakeholder ministries and group. Activities to improve understanding and awareness by the project are also expected to be ongoing throughout the scope of the project.	Project Manager
2	Insufficient Commitment by Government	Political	Since the development of the project, respected governmental partner ministries have undergone significant changes to staffing resulting in the possibility of lack of continuity and possible loss of momentum. P = 3 I = 5	Project needs to engage in active awareness building exercises. There is a need to reintroduce the project to policy makers within the respected governmental partner ministries	DOE/ UNDP
3	Disruption of Project processes due to natural disasters	Environmental	Traditionally natural disasters have resulted in significant time lags in projects as resources are directed away from the project to responding to the disasters. P = 3 I = 3	This risk is considered under UNDP's Business Continuity Plan.	DOE/UNDP
4	Inadequate levels of national capacity to respond to	Operational	Experiences with the POPs Project and other projects of a technical	In an effort to build national capacities, all consultancies are undertaken through a	Project Manager/ UNDP

	advised consultancies		<p>nature implemented through the UNDP Environment Programme are that the process of recruitment of national consultants have been complicated by the fact that there exists a limited pools of consultants with the required capacities.</p> <p>P = 3 I = 4</p>	<p>team approach in which nationals involved delivery development are paired with international experts who guide and validate the process and the delivery.</p>	
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## **ANNEX 2: APPROVED PROPOSAL DOCUMENT**

The following PRODOC should be utilized alongside the proposal document approved by the SAICM QSP Trust Fund. Details of project Outcomes and deliveries are elaborated within the text of the above mentioned document.

## ANNEX 3: APPROVAL LETTER (SAICM SECRETARIAT)

Ref: QSPTF/08/4/GOV/27

30 April 2008

Dear Mr. Fabro,

I refer to the project proposal submitted by the Ministry of Natural Resources and the Environment of Belize in March 2008 for the fourth round of applications to the Quick Start Programme (QSP) trust fund of the Strategic Approach to International Chemicals Management (SAICM).

The project entitled "Belize, UNDP & UNEP Partnership Initiative for SAICM Implementation", seeking funding of \$250,000, was considered by the Trust Fund Implementation Committee at its meeting on 17 and 18 April 2008.

I am pleased to advise that the Committee approved the project. However, the Committee set the condition that letters indicating support for and involvement in the project be provided by the Ministry of Industry and the Ministry of Labour.

Should your Government agree to this condition, you are invited to send the requested letters, within three months from the date of this notification, to the SAICM secretariat, which would then confirm that the condition for approval has been met. Failure to provide supporting letters in this time frame would result in the project being declined.

It is hoped that, following fulfilment of the above condition, funding for the project will be made available within three to six months. During this period, project management arrangements will need to be agreed between you, your executing agency (UNDP) and the trustee (UNEP).

Additional information on the proposed management arrangements for the project will be communicated to you in the near future.

Yours sincerely,



Matthew Gubb  
Coordinator  
SAICM Secretariat

Mr. Ismael Fabro  
Chief Environmental Officer  
Department of Environment  
Ministry of Natural Resources and the Environment  
Belmopan  
Belize  
Fax: +501 822 2862  
Email: [envirodept@btl.net](mailto:envirodept@btl.net);  
[iefabro@gmail.com](mailto:iefabro@gmail.com)

Copy: UNDP & UNEP ([hilda.vanderveen@undp.org](mailto:hilda.vanderveen@undp.org);  
[kmadsen@chemicals.unep.ch](mailto:kmadsen@chemicals.unep.ch) )

Ref: QSPTF/08/4/GOV/27

28 May 2008

Dear Mr. Fabro,

I refer to your project proposal entitled "Mainstreaming into Developing Plans Sound Management of Chemicals (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance", which was conditionally approved in the fourth round of applications to the Quick Start Programme (QSP) Trust Fund for the Strategic Approach to International Chemicals Management (SAICM).

The letters you have provided on the support for and involvement in the project from the Ministry of Economic Development, Commerce, Industry and Consumer Protection and the Ministry of Labour, Local Government and Rural Development are satisfactory and meet the condition for approval.

I am thus pleased to confirm the QSP Trust Fund Implementation Committee's approval.

Additional information on the project management arrangements will be made with UNDP, as your executing agency, and communicated to you in the near future.

Yours sincerely,



Matthew Gubb  
Coordinator  
SAICM Secretariat

Mr. Ismael Fabro  
Chief Environmental Officer  
Department of Environment  
Ministry of Natural Resources and the Environment  
Belmopan  
Belize  
Fax: +501 822 2862  
Email: [envirodept@btl.net](mailto:envirodept@btl.net);  
[iefabro@gmail.com](mailto:iefabro@gmail.com)

Copy: UNDP & UNEP  
([hilda.vanderveen@undp.org](mailto:hilda.vanderveen@undp.org);  
[kmadsen@chemicals.unep.ch](mailto:kmadsen@chemicals.unep.ch) )

## ANNEX 4: ENDORSEMENT LETTERS

### **BELIZE**

*Please Quote:*

Telephone Numbers: 822-2542 / 2816

Fax Number: 822-2862

E-mail: [envirodept@btlnet](mailto:envirodept@btlnet)



*Department of the Environment  
10/12 Ambergris Avenue  
Belmopan,  
Belize, C. A.*

Mr. Hamoudi Shubber  
SAICM secretariat  
c/o Chemicals Branch, UNEP/DTIE,  
11-13 chemin des Anémones,  
International Environment House  
CH-1219 Châtelaine, Geneva, Switzerland

Dear Sir,

This correspondence serves as official endorsement of the project titled, "**Mainstreaming into Development Plans Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance**", made in my capacity as National Focal Point to the SAICM.

Please note that my office have reviewed the proposed document and found it to be in line with national priorities as related to Belize's Chemical Management Programme.

Thank you for your kind consideration, attention and support.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Ismael Fabro', written over a horizontal line.

Mr. Ismael Fabro  
Chief Environmental Officer  
SAICM National Focal Point  
Department of the Environment





*Belize Agricultural Health Authority*

Ref: BAHA/ORG/17/01/08(02)

March 31, 2008

Mr. Ismael Fabro  
Chief Environmental Officer  
SAICM Focal Point  
Department of Environment  
Ministry of Natural Resources and Environment  
Government of Belize  
#10/12 Ambergris Avenue  
Belmopan

**Re: Belize's Submission to the 4<sup>th</sup> Round of the OSP Trust**

Dear Mr. Fabro:

The Belize Agricultural Health Authority (BAHA) supports the Department of Environment's submission of the project titled, *"Mainstreaming into Development Plans Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance"*.

The project aimed at supporting the implementation of key steps for strengthening the domestic sound management of chemicals; corresponds to national needs and build on national baseline activities carried out under the Persistent Organic Pollutants Enabling Activity implemented through the Department of Environment.

BAHA commits its support to the successful implementation of project activities.

Yours in agricultural health and food safety,

  
MS. NERIE T. SANZ  
MANAGING DIRECTOR

c. Mr. Escander Bedran Jr., Chairman, Board of Director, BAHA  
Dr. Michael DeShield, Technical Director, Food Safety Services  
File



P.O. Box 169 Cor. Forest Dr. & Hummingbird Hwy., Belmopan, Belize C.A.  
Phone: 501-8220197 Fax: 501-8220271 E-Mail: [baha@btl.net](mailto:baha@btl.net) Website: [www.baha.bz](http://www.baha.bz)

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## MINISTRY OF HEALTH

East Block Building  
Belmopan, Belize, Central America.  
Phone: 501-822-2325/2363 Fax: 501-822-2942/2055

REF: MED/12/08(5)

1<sup>st</sup> April, 2008

Mr Ismael Fabro  
Chief Environmental Officer  
SAICM Focal Point  
Department of Environment  
Ministry of Natural Resources and Environment  
Government of Belize  
#10/12 Ambergris Avenue  
Belmopan

Dear Mr. Fabro,

**Re: Belize's Submission to the 4<sup>th</sup> round of the OSP Trust**

The Ministry of Health recognizes the importance of sound chemical management and that the implementation of a national system ensures the safe application and discharge of chemicals minimizing their negative impact on human health.

The Ministry of Health supports the application presented by the Department of Environment, Ministry of Natural Resources and Environment to the "Quick Start" Program Trust Fund. It also confirms its support for the successful delivery of project outputs and recognizes its role in the proposed Cross Sectoral Interagency Coordinating mechanism.

Regards,

  
DR. JORGE POLANCO  
Director of Health Services  
Ministry of Health





**Ministry of Natural Resources and the Environment**  
**Belmopan, Belize, C.A. ph: (501) 822-2711, (501) 822-2249;**  
**Fax: (501) 822-2333**  
**E-Mail: [ccc@mnr.gov.bz](mailto:ccc@mnr.gov.bz) and [info@mnr.gov.bz](mailto:info@mnr.gov.bz)**

Ref. No: PS/MNR/48/1/08(72)

March 31, 2008

Mr. Ismael Fabro  
Chief Environmental Officer  
SAICM Focal Point  
Department of Environment  
Ministry of Natural Resources and Environment  
Government of Belize  
#10/12 Ambergris Avenue  
Belmopan

**Re: Belize's Submission to the 4<sup>th</sup> round of the QSP Trust**

The Ministry of Natural Resources and Environmental of the Government of Belize, realizing the importance of sound chemical management as it relates to the country's sustainable development agenda supports the project titled "***Mainstreaming Into Development Plans Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance***" as is developed and submitted by the Department of Environment through the national SAICM Focal Point.

The Proposed initiative allows for necessary national institutional capacity building as well as an opportunity for the inclusion of the chemical management agenda into national development processes as the project will provide for the "*qualification of the links between priority major chemical management problem areas and human health and environmental quality in Belize*".

As the Ministry with the national mandate to meet obligations under the Basel and Stockholm Conventions, the Ministry of Natural Resources and Environment welcomes the proposed assistance in the creation of a national enabling environment for sound chemical management.

The Ministry of Natural Resources and Environment commits its continued support to its department of Environment for the successful delivery of project outputs.

Respectfully,

DAVID A. K. GIBSON  
Chief Executive Officer



# Pesticide Control Board, Belize

1988 - 2008

**20 years promoting rational pesticide management**

25<sup>th</sup> March 2008

Mr. Ismael Fabro  
Chief Environmental Officer  
Department of Environment  
Ministry of Natural Resources and Environment  
Government of Belize  
#10/12 Ambergris Avenue  
Belmopan

Re: Belize's Submission to the 4<sup>th</sup> round of the QSP Trust

The Pesticide Control Board of Belize (PCB) has reviewed the national submission of the project titled, *"Mainstreaming into Development Plans Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance"*. The PCB is of the opinion that the submission does address national chemical management priorities and will serve as an integral tool for advancing the national chemical management agenda through the updating of national baseline and through the proposed assessment of the national SMC regime.

The Pesticide Control Board confirms its support of the proposed initiative and in its implementation, through our participation in the established project steering committee as well as our participation on the Technical Advisory Committee associated with the project.

  
Ms. Miriam Serrut  
Registrar  
Pesticide Control Board

Central Farm, Cayo District, Belize, Central America  
Tel: 501-824-2640 Fax: 501-824-3486 E-mail: [pcbinfo@bt1.net](mailto:pcbinfo@bt1.net)  
[www.pcbbelize.com](http://www.pcbbelize.com)

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## GOVERNMENT OF BELIZE

*Ministry of Economic Development, Commerce, Industry and Consumer  
Protection*

*Fax: (501)822-3673  
Tel: (501)822-2526/822-2527  
e-mail: econdev@btI.net  
My Ref: M/NR/11/08(81)*

*P.O. Box 42  
Administration Building  
Belmopan  
Belize, Central America*

20<sup>th</sup> May 2008

Mr. Ismael Fabro  
Chief Environmental Officer  
Department of Environment  
#10/12 Ambergris Avenue  
Belmopan City

Dear Mr. Fabro:

**Re: Belize's Submission to the 4<sup>th</sup> Round of the OSP Trust**

The Ministry of Economic Development, Commerce, Industry and Consumer Protection has vetted within its competence the project application developed by the Department of Environment to support the advancement of sound chemical management nationally. The proposed initiative adequately reflects the national interests and priorities in the area of chemicals management.

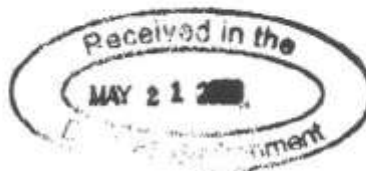
The Ministry notes that the, "Qualification of the links between priority major chemical management problem areas and human health and environmental quality in Belize", is significant to ongoing national development planning processes and as such the Ministry supports the submission of the project titled, "**Mainstreaming into Development Plans Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance**".

With best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yp Hyde'.

**YVONNE S. HYDE**  
Chief Executive Officer



Usher 9/05/08



**MINISTRY OF LABOUR, LOCAL GOVERNMENT  
& RURAL DEVELOPMENT**

2<sup>nd</sup> Floor, Diamond Building, Constitution Drive  
Belmopan, Belize, Central America

Telephone: 501-822-2663/2297 Fax: 501-822-1275/0156 E-mail: [min\\_labourbelize@yahoo.com](mailto:min_labourbelize@yahoo.com)

*Please Quote*  
Ref.: GEN/2/08(17)

8 May 2008

Mr. Ismael Fabro  
Chief Environmental Officer  
Ministry of Natural Resources and the Environment  
10/12 Ambergris Avenue  
Belmopan City

Dear Mr. Fabro,

**Re: Belize's Submission to the 4<sup>th</sup> Round of the OSP Trust**

The Ministry of Labour, Local Government and Rural Development has vetted, within its competence, the project application developed by the Department of Environment to support the advancement of sound chemical management nationally. The proposed initiative adequately reflects the national interests and priorities in the area of chemical management.

The Ministry notes that the "Qualification of the links between priority major chemical management problem areas and human health and environmental quality in Belize", is significant to ongoing national development planning processes and as such the Ministry supports the submission of the Project titled, "**Mainstreaming into Development Plans Sound Management of Chemical (SMC) Priorities for Key Development Sectors in Belize and Associated SMC Governance**".

Sincerely,

  
**MARIAN MCNAB (Ms.)**  
Chief Executive Officer

