



*Empowered lives.
Resilient nations.*

LOW VALUE GRANT AGREEMENT

Between

The United Nations Development Programme

and

Conservation International Foundation



Empowered lives.
Resilient nations.

Low Value Grant Agreement

1. Country: Fiji	
2. Recipient Institution: CONSERVATION INTERNATIONAL FOUNDATION incorporated under the laws of the State of California with address at 2011 Crystal Drive, Suite 500, Arlington, Virginia 22202 and Fiji Office being at 3 Ma'afu Street, Suva, Fiji.	
3. Project Number and Title: 00091748 – Implementing a Ridge to Reef approach to preserve ecosystem services, sequester carbon, improve climate resilience and sustain livelihoods in Fiji	
4. Implementation Period: From 21 November 2019 to 31 January 2020	
5. Budget: Up to the amount of US\$150,000 (One Hundred Fifty Thousand United States Dollars)	
6. Schedule of Disbursement of Funds to Recipient Institution:	
Disbursement Date/Milestone	Amount
Upon Signing of Agreement in Quarter 4, 2019	
i. Tuva Catchment socio-economic report.	
ii. Draft conservation and restoration plan.	
iii. Signed consent forms	
iv. ICM Planning report	
v. Gap analysis report.	
vi. Value chain assessment report.	
vii. Tuva catchment management plan.	
viii. Seed collection and seed propagation training report.	
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed:	
Account Name: Conservation International Foundation	
Account Number: 00-19-228-34913	
Bank Name: Bank of America	
Bank Address: 730 15th Street, N.W., Washington, D.C. 20005	
Bank SWIFT Code: BOFAUS3N	
Bank Code: 0260-0959-3 (if Wire); 0540-0120-4 (if ACH)	
Routing instructions for disbursements: CI Fiji Project	
8. Notices to Recipient Institution:	9. Notices to UNDP:
Name: Susana Waqainabete-Tuisese	Name: Kevin Petrini, RSD Team Leader
Address: 3 Maafu Street, Suva, Fiji	Address: Level 7 Kadavu House, UNDP Fiji Country Office, Suva
Tel: (+679) 3314593	Tel: (+679) 3312500
Email: swaqainabete-tuisese@conservation.org	Email: kevin.petrini@undp.org
10. Signed for Conservation International Foundation by its Authorized Representative	
Date: _____	Signature: _____
Name: _____	Title: _____
11. Signed for the United Nations Development Programme by its Authorized Representative	
Date: 21 November 2019	Signature: _____
Name: Ms. Karin Takeuchi	Title: Resident Representative <i>a.i.</i>, UNDP Pacific Office, Suva
The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:	
this face sheet ("Face Sheet")	
Standard Terms and Conditions	
Annex A – Accepted Grant Proposal	
Annex B – Reporting Format	
Annex C – Project Document for the Project funding this Grant Agreement	

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the “Agreement”) is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), and the Recipient Institution named in block 2 of the Face Sheet (the “Recipient Institution,” and together with UNDP, the “Parties”).

WHEREAS, UNDP provides support services to the Government of Fiji’s Ministry of Waterways and Environment, the Implementing Partner of the project named in block 3 of the Face Sheet (hereinafter referred to as “the Project”) and more specifically described in the project document; 00091748 – Implementing a Ridge to Reef Approach to Preserve Ecosystem Services, Sequester Carbon, Improve Climate Resilience and Sustain Livelihoods in Fiji attached as **Annex C** (the “Project Document”), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the “Funds”), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the “Activities”) described in the accepted Grant Proposal in **Annex A** (the “Proposal”) on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of the Recipient Institution

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the “Performance Targets”) as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within [X, but no more than 60] days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct

recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The Recipient Institution represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty

or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights (“Intellectual Property Rights”) to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Project Number: **00091748**

Date: **21 November 2019**

Project Title: **Implementing a Ridge to Reef approach to preserve ecosystem services, sequester carbon, improve climate resilience and sustain livelihoods in Fiji**

Name of the RECIPIENT INSTITUTION: **Conservation International Foundation**

Total Amount of the Grant (in USD): **150,000**

1- PURPOSE OF THE GRANT

- Indicate the purpose of the grant and describe the result(s) the grant is expected to achieve.
- Explain why the grantee is uniquely suited to deliver on the objectives

2- PROPOSED ACTIVITIES AND WORK PLAN

- Describe the activities that will be completed to achieve the objectives
- Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?

WORK PLAN

Activities		Detailed Activities	Timeline	Budget
1.1.1.10	Undertake negotiations with Noiboro mataqali (Yavusa Noiboro; Vunamoli), involving R2R/DoE, FPL, TLTB, TAB and NTF, to confirm interest expressed during PPG s options to proceed with new terrestrial Protected Area in upper Tuva catchment (Year 1)	Socio-economic surveys with all 17 communities to understand aspiration/targets, threats, drivers of threats and possible strategies for Integrated Catchment Management Plan based on land-use activities in Tuva Catchment	Q4 (2019) Q1(2020)	29,680.16
1.1.1.11	Relevant Government authorities (notably DoE, TAB and TLTB) liaise with landowners (Vunamoli village) on planned Upper Tuva Catchment PA, area mapped, management plan developed and agreed, sustainable financing	Finalisation of community conserved forest areas and restoration areas based on wide stakeholder consultation of the result of the Rapid Biodiversity Assessments in alignment with outcomes of activity 1.1.2.11 (building upon BIORAP)	Q4 (2019) Q1(2020)	9,332.96

	secured (including initial GEF input) and the PA formally gazetted (Years 2,3,4)	Secure consent from mataqali members to conserve community conserved forest, riparian restoration and mangrove areas.		
1.1.1.12	Vanua o Cuvu and Tuva qoliqoli committee, with guidance and support from Department of Fisheries (R2R), to review and establish marine protected areas (LMMA and tabu areas – covering 970 ha) connected with Tuva and Natadola Rivers. Identify and demarcate agreed locations and appropriate conservation tools for enhanced protected LMMA (IUCN VI) (Year 1). This review to be conducted in close consultation with the broader local communities, private sector stakeholders (fisher folk and tourism operators, notably Intercontinental Fiji Golf Resort and Spa/Natadola and Robinson Crusoe Island Resort/Likuri Island) and NGOs (notably FLMMA, CORAL) (Year 2)	Through wide stakeholder consultation, determine the most appropriate Governance Structure to manage new PA (marine and terrestrial) in the long run. Present assessment through stakeholder workshop current mechanism.	Q4 (2019) Q1(2020)	12,894.82
		Integrated Coastal Management Spatial Planning for Vanua o Cuvu and Tuva qoliqoli committee, with guidance and support from Department of Fisheries (R2R) of LMMA and tabu areas – covering 970 ha		
1.1.1.13	Tuva (freshwater) qoliqoli to develop management plan and implement/lobby for required actions and practices to restore freshwater fisheries (including especially prawn, kai and finfish) (Year 2)	Undertake based line freshwater inventory and socio-economic survey to ascertain level of dependency on freshwater system.	Q4 (2019) Q1(2020)	16,373.27
		Water quality assessment to ascertain baseline status, level of degradation and health of freshwater systems in Tuva catchment.		
1.1.2.1	Specific upgrading village R2R Projects - selected livelihood projects and activities to promote R2R biodiversity conservation goals and improved management in and in the buffer-zones of PAs (Years 1, 2, 3 and 4).	Community consultations to identify appropriate livelihoods to support economic wellbeing of rural and peri urban communities in Tuva.	Q4 (2019) Q1(2020)	21,952.83
		Facilitate value chain assessments where appropriate to identify viable livelihood interventions and associated markets		
1.1.2.12	Management plan developed for new Tuva PA, including fire protection measures and compatible livelihood/income generating activities in buffer areas; identification and development of long-term financing (conservation donors and financiers of PES – REDD+ and biodiversity conservation - and using Sovi Basin Trust Fund mechanism with initial seed money from GEF 5 STAR). Plan to include replanting of selected, adapted threatened Fiji tree species in degraded portions and in buffer zones.	Conduct stakeholder consultations on Tuva PA Management Plan using Open Standards to identify conservation targets, threats and strategies together with result chain analysis. (Review existing Governance Structure and role of Yaubula Management Support Team (YMST) -- Note will link with reforestation plans implemented in 2.1.1	Q4 (2019) Q1(2020)	14,589.69
1.1.2.13	Prepare management plan for new protected (IUCN VI) LMMA with local community management and governance body. Development of the management plan based on existing community conservation action plan and to be led by FLMMA and the Vanua o Cuvu and Tuva qoliqoli committee, working with the Department of Fisheries and YMST, and other interested parties in Year 2. The latter will endeavor to include key private sector stakeholders (notably Intercontinental Fiji Golf Resort and Spa/Natadola and Robinson Crusoe Island Resort/Likuri Island) to assess opportunities for inclusion of user fees). Management plan for new Tuva LMMA implemented through a collaborative learning partnership, viz. community based adaptive management, led by the Vanua o Cuvu and Tuva qoliqoli and the local communities (with technical backstopping and assistance from the Department of Fisheries, YMST/Provincial Conservation Officer and FLMMA). R2R project resources to be provided for awareness/education,	Undertake a Situation and Gap analysis for existing management plans; Review effectiveness of existing Governance structures and recommend appropriate changes	Q4 (2019) Q1(2020)	14,972.55
		Conduct consultations with private sector stakeholders, including on sustainable financing options for the MPA		
		Update community-based coastal management plans (LMMA plans) using the Open Standards.		

	improved fisheries management, enforcement & compliance and mangrove restoration in Years 3 & 4.			
2.1.1.30	Seedlings for project plantings grown by FPL, DoF and/or private nurseries on Viti Levu	Undertake community- based tree identification training, phenology and seed collection.	Q4 (2019) Q1(2020)	9,769.99
		Depending on outcome from 2.1.2.28, select community to be involved in seedling production.		
		Undertake community-based nursery training to germinate seeds collected by local communities to ensure seedlings are available for planting from YR3,4.		
		Negotiate with private seedling provider for provision of seedling in YR2 to kick start planting		
		Community engagement and follow up on nursery production to align with planting schedules .		

1 State what activities will be completed with the grant Funds. Use as many activity lines as necessary.

2 Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

3 Indicate the budget amounts in the grant currency.

1. PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

ACTIVITIES			DATA SOURCE	BASELINE	FINAL TARGET
1.1.1.10	Undertake negotiations with Noiboro mataqali (Yavusa Noiboro; Vunamoli), involving R2R/DoE, FPL TLTB, TAB and NTF, to confirm interest expressed during PPG s options to proceed with new terrestrial Protected Area in upper Tuva catchment (Year 1)	Socio-economic surveys with all 17 communities to understand aspiration/targets, threats, drivers of threats and possible strategies for Integrated Catchment Management Plan based on land-use activities in Tuva Catchment	Socio-economic interviews.	Socio-economic status of the 17 communities in the Tuva Catchment.	Socio-economic Report.
1.1.1.11	Relevant Government authorities (notably DoE, TAB and TLTB) liaise with landowners (Vunamoli village) on planned Upper Tuva Catchment PA, area mapped, management plan developed and agreed, sustainable financing secured (including initial GEF input) and the PA formally gazetted (Years 2,3,4)	Finalisation of community conserved forest areas and restoration areas based on wide stakeholder consultation of the result of the Rapid Biodiversity Assessments in alignment with outcomes of activity 1.1.2.11 (building upon BIORAP)	Meeting attendance register.	Conduct series of meetings and consultations with stakeholders to finalise draft community conserved and restoration areas.	Draft conservation and restoration plan.

		Secure consent from mataqali members to conserve community conserved forest, riparian restoration and mangrove areas.	Meeting minutes of consultation with communities with action points.	Visit communities and mataqali members to secure consent.	Signed consent forms/conservation agreement. Meeting reports.
1.1.1.12	Vanua o Cuvu and Tuva qoliqoli committee, with guidance and support from Department of Fisheries (R2R), to review and establish marine protected areas (LMMA and tabu areas – covering 970 ha) connected with Tuva and Natadola Rivers. Identify and demarcate agreed locations and appropriate conservation tools for enhanced protected LMMA (IUCN VI) (Year 1). This review to be conducted in close consultation with the broader local communities, private sector stakeholders (fisher folk and tourism operators, notably Intercontinental Fiji Golf Resort and Spa/Natadola and Robinson Crusoe Island Resort/Likuri Island) and NGOs (notably FLMMA, CORAL) (Year 2)	Through wide stakeholder consultation, determine the most appropriate Governance Structure to manage new PA (marine and terrestrial) in the long run. Present assessment through stakeholder workshop current mechanism.	Attendance listing from the Workshop Attendance Register.	Conduct desktop review and consultation with relevant provincial office and other stakeholders' culmination in a workshop.	Workshop consultation report.
		Integrated Coastal Management Spatial Planning for Vanua o Cuvu and Tuva qoliqoli committee, with guidance and support from Department of Fisheries (R2R) of LMMA and tabu areas – covering 970 ha.	Attendance listing from the Workshop Attendance Register.	Conduct review and consultation with NNYMST and FLMMA.	ICM Planning report.
1.1.1.13	Tuva (freshwater) qoliqoli to develop management plan and implement/lobby for required actions and practices to restore freshwater fisheries (including especially prawn, kai and finfish) (Year 2)	Undertake based line freshwater inventory and socio-economic survey to ascertain level of dependency on freshwater system.		Engage specialist to conduct freshwater survey of Tuva Catchment	Freshwater inventory report.
		Water quality assessment to ascertain baseline status, level of degradation and health of freshwater systems in Tuva catchment.		Engage USP/IAS to conduct water quality assessment.	Water quality assessment report.
1.1.2.1	Specific upgrading village R2R Projects - selected livelihood projects and activities to promote R2R biodiversity conservation goals and improved management in and in the buffer-zones of PAs (Years 1, 2, 3 and 4).	Community consultations to identify appropriate livelihoods to support economic wellbeing of rural and peri urban communities in Tuva.	Meeting minutes of consultation with communities with action points.	Attending village meeting.	Community consultation report on livelihood options.
		Facilitate value chain assessments where appropriate to identify viable livelihood interventions and associated markets.		Desktop analysis and consultation with key people.	Value chain assessment report.
1.1.2.12	Management plan developed for new Tuva PA, including fire protection measures and compatible livelihood/income generating activities in buffer areas; identification and development of long-term financing (conservation donors and financiers of PES – REDD+ and biodiversity conservation - and using Sovi Basin Trust Fund mechanism with initial seed money from GEF 5 STAR). Plan to include replanting of selected,	Conduct stakeholder consultations on Tuva PA Management Plan using Open Standards to identify conservation targets, threats and strategies together with result chain analysis. (Review existing Governance Structure and role of Yaubula Management Support Team (YMST) -	Attendance listing from the Workshop Attendance Register.	Conduct validation workshop to finalise management plan for Tuva.	Finalise draft Management Plan for Tuva Catchment.

	adapted threatened Fiji tree species in degraded portions and in buffer zones.	- Note will link with reforestation plans implemented in 2.1.1			
1.1.2.13	Prepare management plan for new protected (IUCN VI) LMMA with local community management and governance body. Development of the management plan based on existing community conservation action plan and to be led by FLMMA and the Vanua o Cuvu and Tuva qoliqoli committee, working with the Department of Fisheries and YMST, and other interested parties in Year 2. The latter will endeavour to include key private sector stakeholders (notably Intercontinental Fiji Golf Resort and Spa/Natadola and Robinson Crusoe Island Resort/Likuri Island to assess opportunities for inclusion of user fees). Management plan for new Tuva LMMA implemented through a collaborative learning partnership, viz. community based adaptive management, led by the Vanua o Cuvu and Tuva qoliqoli and the local communities (with technical backstopping and assistance from the Department of Fisheries, YMST/Provincial Conservation Officer and FLMMA). R2R project resources to be provided for awareness/education, improved fisheries management, enforcement & compliance and mangrove restoration in Years 3 & 4.	Undertake a Situation and Gap analysis for existing management plans; Review effectiveness of existing Governance structures and recommend appropriate changes.	Meeting minutes of consultation with communities and other importantly stakeholders.	Desktop analysis and consultation with key people.	Gap analysis report
		Conduct consultations with private sector stakeholders, including on sustainable financing options for the MPA	Meeting minutes of consultation with communities and other importantly stakeholders.	Desktop analysis and consultation with key people.	Stakeholder consultation report.
		Update community-based coastal management plans (LMMA plans) using the Open Standards.	Attendance listing from the Workshop Attendance Register.	Conduct coastal management plan workshop using open standards.	Updated coastal management plan.
2.1.1.30	Seedlings for project plantings grown by FPL, DoF and/or private nurseries on Viti Levu	Undertake community-based tree identification training, phenology and seed collection.	Participant list.	Conduct training on tree identification and seed collection.	Tree para-taxonomy training report.
		Depending on outcome from 2.1.2.28, select community to be involved in seedling production.	Community consultation minutes and attendance register.	Conduct desktop analysis and community consultation	Communities identified for seedlings production.
		Undertake community-based nursery training to germinate seeds collected by local communities to ensure seedlings are available for planting from YR3,4.	Training attendance register.	Conduct seed collection and seed propagation training who have been identified above.	Seed collection and seed propagation training report.
		Negotiate with private seedling provider for provision of seedling in YR2 to kick start planting.			Seedlings secured.
		Community engagement and follow up on nursery production to align with planting schedules	Meeting minutes of consultation with communities	Conduct meetings with communities.	Community meetings/consultation report.

2. RISK ANALYSIS:

Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures
Village Events and Timing: Due to the delay in the implementation of the second phase of the Tuva catchment project work proper is likely to begin in February 2020. December -Jan period, which is the Christmas and New year period, is usually a very busy period of communities as they prepare for Christmas and back to school for the school children.	High	To mitigate this issue the team will work closely with the relevant provincial office, YMST and the Tuva Catchment committee to undertake those activities such as desktop analysis or community visit that minimise interactions or does not require communities' communities during this busy period.
Leadership /Vanua Conflicts: Since the project is working closely with local indigenous communities' conflicts are bound to happen that may delay project implementation.	Medium	The project implementation team will be working very closely with Ba and Nadroga/Navosa Provincial Offices and the Tuva Catchment Committee in facilitating the work in Tuva and to anticipate any potential conflict and mitigate them accordingly.
Weather Issues This phase will be implemented during the cyclone season and may impact the project as majority of the communities are in rural areas where roads are usually flooded especially during prolonged heavy rain event.	Medium	Considerable pre-planning and adaptive management is crucial when carrying out activities in the field.
Community Expectations As with projects sometimes communities have high expectations of what projects can deliver.	Low	Ensure that project team do not set high community expectations and communicate clearly what are the expectations and outcomes of the project.

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

3. GRANT BUDGET OF RECIPIENT INSTITUTION (USD)

PERIOD COVERING FROM 21 November 2019 TO 31 January 2020

General Category of Expenditures	Quarter 4	TOTAL
Personnel	70,361.63	70,361.63
Transportation & Meetings Training/Seminar/Workshops, etc.	34,775.34	34,775.34
Professional Services	16,948.76	16,948.76
Other Direct Costs	401.54	401.54
Equipment/Furniture (Specify) camping equipment, workshop materials & Livelihoods activity equipment	7,470.54	7,470.54
Other [Specify] Shared Office Costs (SOC)	6,406.84	6,406.84
Miscellaneous - IDC @ 10%	13,635.35	13,635.35
TOTAL	150,000.00	150,000.00

* Please note that all budget Lines are for costs related only to grant Activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

*** Add as many tranches columns as necessary

**Annex B
REPORTING FORMAT**

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: Conservation International Foundation

Year: **2019 (November) – 2020 (January)**

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline	Planned Budget for the Activity (in grant currency)	Funds Delivered for the Activity (in grant currency)
1.1.1.10 Socio-economic surveys with all 17 communities to understand aspiration/targets, threats, drivers of threats and possible strategies for Integrated Catchment Management Plan based on land-use activities in Tuva Catchment.	Q4 (2019) Q1(2020)	US\$29,680.16	
1.1.1.11 (i) Finalisation of community conserved forest areas and restoration areas based on wide stakeholder consultation of the result of the Rapid Biodiversity Assessments in alignment with outcomes of activity 1.1.2.11 (building upon BIORAP).	Q4 (2019) Q1(2020)	US\$9,332.96	
1.1.1.11 (ii) Secure consent from mataqali members to conserve community conserved forest, riparian restoration and mangrove areas.	Q4 (2019) Q1(2020)		
1.1.1.12 (i) Through wide stakeholder consultation, determine the most appropriate Governance Structure to manage new PA (marine and terrestrial) in the long run. Present assessment through stakeholder workshop current mechanism.	Q4 (2019) Q1(2020)	US\$12,894.82	
1.1.1.12 (ii) Integrated Coastal Management Spatial Planning for Vanua o Cuvu and Tuva qoliqoli committee, with guidance and support from Department of Fisheries (R2R) of LMMA and tabu areas – covering 970 ha.	Q4 (2019) Q1(2020)		
1.1.1.13 (i) Undertake based line freshwater inventory and socio-economic survey to ascertain level of dependency on freshwater system.	Q4 (2019) Q1(2020)	US\$16,373.27	

1.1.1.13 (ii) Water quality assessment to ascertain baseline status, level of degradation and health of freshwater systems in Tuva catchment	Q4 (2019) Q1(2020)		
1.1.2.1 (i) Community consultations to identify appropriate livelihoods to support economic wellbeing of rural and peri urban communities in Tuva.	Q4 (2019) Q1(2020)	US\$21,952.83	
1.1.2.1 (ii) Facilitate value chain assessments where appropriate to identify viable livelihood interventions and associated markets.	Q4 (2019) Q1(2020)		
1.1.2.12 Conduct stakeholder consultations on Tuva PA Management Plan using Open Standards to identify conservation targets, threats and strategies together with result chain analysis. (Review existing Governance Structure and role of Yaubula Management Support Team (YMST) -- Note will link with reforestation plans implemented in 2.1.1	Q4 (2019) Q1(2020)	US\$14,589.69	
1.1.2.13 (i) Undertake a Situation and Gap analysis for existing management plans; Review effectiveness of existing Governance structures and recommend appropriate changes	Q4 (2019) Q1(2020)	US\$14,972.55	
1.1.2.13 (ii) Conduct consultations with private sector stakeholders, including on sustainable financing options for the MPA	Q4 (2019) Q1(2020)		
1.1.2.13 (iii) Update community-based coastal management plans (LMMA plans) using the Open Standards.	Q4 (2019) Q1(2020)		
2.1.1.30 (i) Undertake community-based tree identification training, phenology and seed collection.	Q4 (2019) Q1(2020)	US\$9,769.99	
2.1.1.30 (ii) Depending on outcome from 2.1.2.28, select community to be involved in seedling production.	Q4 (2019) Q1(2020)		
2.1.1.30 (iii) Undertake community-based nursery training to germinate seeds collected by local communities to ensure seedlings are available for planting from YR3,4.	Q4 (2019) Q1(2020)		
2.1.1.30 (iv) Negotiate with private seedling provider for provision of seedling in YR2 to kick start planting.	Q4 (2019) Q1(2020)		
2.1.1.30 (v) Community engagement and follow up on nursery production to align with planting schedules	Q4 (2019) Q1(2020)		

2- Performance Targets

Indicators	Data source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1.1.10 Socio-economic surveys with all 17 communities to understand aspiration/targets, threats, drivers of threats and possible strategies for Integrated Catchment Management Plan based on land-use activities in Tuva Catchment.	Socio-economic interviews.	Socio-economic assessment of the 17 communities in the Tuva Catchment.	Q4 (2019) Q1(2020) Socio-economic Report.	

1.1.1.11 (i) Finalisation of community conserved forest areas and restoration areas based on wide stakeholder consultation of the result of the Rapid Biodiversity Assessments in alignment with outcomes of activity 1.1.2.11 (building upon BIORAP).	Meeting attendance register.	Conduct series of meetings and consultations with stakeholders to finalise draft community conservation and restoration plan for Tuva Catchment.	Q4 (2019) Q1(2020) Draft conservation and restoration plan.	
1.1.1.11 (ii) Secure consent from mataqali members to conserve community conserved forest, riparian restoration and mangrove areas.	Meeting minutes of consultation with communities with action points.	Visit communities and mataqali members to secure consent for conservation and restoration areas.	Q4 (2019) Q1(2020) Signed consent forms/conservation agreement. Meeting reports.	
1.1.1.12 (i) Through wide stakeholder consultation, determine the most appropriate Governance Structure to manage new PA (marine and terrestrial) in the long run. Present assessment through stakeholder workshop current mechanism.	Attendance listing from the Workshop Attendance Register.	Conduct desktop review and consultation with relevant provincial office and other stakeholders' culmination in a workshop.	Q4 (2019) Q1(2020) Workshop consultation report.	
1.1.1.12 (ii) Integrated Coastal Management Spatial Planning for Vanua o Cuvu and Tuva qoliqoli committee, with guidance and support from Department of Fisheries (R2R) of LMMA and tabu areas – covering 970 ha.	Attendance listing from the Workshop Attendance Register.	Conduct review and consultation with NNYMST and FLMMA.	Q4 (2019) Q1(2020) ICM Planning report.	
1.1.1.13 (i) Undertake based line freshwater inventory and socio-economic survey to ascertain level of dependency on freshwater system.		Engage specialist to conduct freshwater survey of Tuva Catchment	Q4 (2019) Q1(2020) Freshwater inventory report.	
1.1.1.13 (ii) Water quality assessment to ascertain baseline status, level of degradation and health of freshwater systems in Tuva catchment		Engage specialist to conduct freshwater survey of Tuva Catchment	Q4 (2019) Q1(2020) Freshwater inventory report.	
1.1.2.1 (i) Community consultations to identify appropriate livelihoods to support economic wellbeing of rural and peri urban communities in Tuva.	Meeting minutes of consultation with communities with action points.	Attending village meeting.	Q4 (2019) Q1(2020) Community consultation report on livelihood options.	
1.1.2.1 (ii) Facilitate value chain assessments where appropriate to identify viable livelihood interventions and associated markets.		Desktop analysis and consultation with key people.	Q4 (2019) Q1(2020) Value chain assessment report.	
1.1.2.12 Conduct stakeholder consultations on Tuva PA Management Plan using Open Standards to identify conservation targets, threats and strategies together with result chain analysis. (Review existing Governance Structure and role of Yaubula Management Support Team (YMST) -- Note will link with reforestation plans implemented in 2.1.1	Attendance listing from the Workshop Attendance Register.	Conduct validation workshop to finalise management plan for Tuva.	Q4 (2019) Q1(2020) Finalise draft management Plan for Tuva Catchment.	

1.1.2.13 (i) Undertake a Situation and Gap analysis for existing management plans; Review effectiveness of existing Governance structures and recommend appropriate changes	Meeting minutes of consultation with communities and other importantly stakeholders.	Desktop analysis and consultation with key people.	Q4 (2019) Q1(2020) Gap analysis report	
1.1.2.13 (ii) Conduct consultations with private sector stakeholders, including on sustainable financing options for the MPA	Meeting minutes of consultation with communities and other important stakeholders.	Desktop analysis and consultation with key people.	Q4 (2019) Q1(2020) Stakeholder consultation report.	
1.1.2.13 (iii) Update community-based coastal management plans (LMMA plans) using the Open Standards.	Attendance listing from the Workshop Attendance Register.	Conduct coastal management plan workshop using open standards.	Q4 (2019) Q1(2020) Updated coastal management plan.	
2.1.1.30 (i) Undertake community-based tree identification training, phenology and seed collection.	Participant list.	Conduct training on tree identification and seed collection.	Q4 (2019) Q1(2020) Tree parataxonomy training report.	
2.1.1.30 (ii) Depending on outcome from 2.1.2.28, select community to be involved in seedling production.	Community consultation minutes and attendance register.	Conduct desktop analysis and community consultation.	Communities identified for seedlings production.	
2.1.1.30 (iii) Undertake community-based nursery training to germinate seeds collected by local communities to ensure seedlings are available for planting from YR3,4.	Training attendance Register.	Conduct seed collection and seed propagation training who have been identified above.	Q4 (2019) Q1(2020) Seed collection and seed propagation training report.	
2.1.1.30 (iv) Negotiate with private seedling provider for provision of seedling in YR2 to kick start planting.			Q4 (2019) Q1(2020) Seedlings secured.	
2.1.1.30 (v) Community engagement and follow up on nursery production to align with planting schedules	Meeting minutes of consultation with communities.	Conduct meetings with communities.	Q4 (2019) Q1(2020) Community meetings/consultation report.	

3- Challenges and Lessons Learned:

4- Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel	70,361.63	
Transportation& Meetings Training/Seminar/ Workshops, etc.	34,775.34	
Professional Services	16,948.76	
Other Direct Costs	401.54	
Equipment/Furniture (Specify)	7,470.54	
Other [Specify] - SOC	6,406.84	
Miscellaneous - IDC	13,635.35	
TOTAL	150,000.00	

**ANNEX C
PROJECT DOCUMENT**