**UNITED NATION DEVELOP PROGRAMME (UNDP) REPORT**

**Report Type: Quarterly**

**Reporting Period**: October 1st – December 31st, 2014

**Report Prepared By**: Mr. Martin Barriteau

**Project Management:**

Staffing: Mrs. Danielle Evanson joined UNDP Eastern Caribbean and Barbados as the new Programme Manager for Climate Change and Disaster Risk Resilience and commenced work on December 15th, 2014. As Programme Manager Mrs. Evanson is now the UNDP’s ICCAS project head. Early in December she was introduced to the ICCAS project in Grenada where she attended a community meeting in St. David’s, the Nutmeg Tree planting Festival in Hermitage and a field visit to various vulnerable sites in the St. Andrew’s area.

Internship: UNDP ICCAS project and the St. George’s University (SGU), Grenada developed an agreement in which SGU will provide interns every six weeks to the UNDP ICCASS project for the next six months. Ms. Saraniya Sriguganesan, a Masters of Public Health degree student, of SGU joined the UNDP Team for the months of November and December. Ms. Saraniya Sriguganesan worked on cataloging the proposals under the Climate Change Adaptation Fund and developed master databases for the climate change adaptation fund and the ICCAS Project SMS Platform for the ICCAS Website.

ICCAS Project meeting held between the BMUB ICI team - UNDP ICCAS: A first meeting was held to discuss the status of the ICCAAS project. The international conference call was held in December with the UNDP ICCAS project team (Grenada and Barbados), Lea Herberg, Project Manager in Climate Change (Adaptation, REDD, Biodiversity) at the International Climate Initiative (ICI) at BMUB, donor of the ICCAS project and Reis LOPEZ RELLO, and UNDP Regional Technical Specilaist based in Panama. Martin Barriteau gave a presentation on the development of the UNDP ICCAS in Grenada inparticular the progress of the CCCAF. Lea Herberg was happy with the progress of the project at this stage and promised to do another call at the end of the first quarter of 2015 to see how things have progressed.

Programme Management Committee Meeting: Throughout the quarter weekly programme management committee meetings were held within the Ministry of Agriculture. The PMC was chaired by the Project Director, PS of the Ministry of Agriculture and included the Management Team of the Ministry of the Environment (UNDP, GIZ, UNEP and Environment Staff). The UNDP Staff provided regular updates on process made and use the meetings as an opportunity to obtain technical and administrative support for the UNDP operations.

**ICCASS Senior Beneficiary Meeting:** The Community Climate Change Adaptation Fund update was presented to the National Climate Change Committee (NCCC) on November 13th. The primary function of the NCCC, as it relates to the CCCAF, is to make final determination on the CCAF projects which will include the review and approved all CCAF projects. The operational guidelines including the summary proposal and scorecard were shared with the NCCC.

**UNDP ICCAS 2014 Workplan and Budget Approved:** The Minutes of the PSC was finalized and signed by members. The signed minutes marked the approval of the workplan and budget of the UNDP ICCAS Project. Among other things the PSC meeting agreed that the PS Jessamy will act as the Director of the ICCAS Project.

UNDP WorkPlan and Budget for 2015:The development of the 2015 ICCAS workplan begin in earnest during the month of November. During November 10th-15th the ICCAS staff including Lorenzo from Barbados met in Grenada and started detailing the activities of the 2015 workplan. By the end of the quarter a draft 2015 workplan was developed.

Project Vehicle: The procurement process for the vehicle including payment for the vehicle along with the insurance, license and concession was finalized early in December. The Mazda BT50 Double-Cab Pickup is now with the UNDP Office at the Ministry of Agriculture. The UNDP Office is working with the Ministry of Agriculture to setup procedures for the use and branding of the vehicle.

**Project Component 3 Updates: Increase adaptive capacity of communities – Community Climate Change Adaptation Fund (CCCAF)**

**Development of CCCAF Data Base through Mapping of Community Climate Related Issues and Risks:**

The UNDP Team developed a comprehensive data base of communities groups and their vulnerability to climate Change throughout Grenada, Carriacou and Petite Martinique. A major addition to the data base was the large response to the CCCAF call for proposals where over a 150 projects were received.

A data base is kept of the sites, potential projects, community groups and list of persons attending meetings for future engagement and reference**.**

Communities Site Visits: Over 30 community meetings and field visits were conducted during the last quarter to raise awareness of the CCCAF and hold discussions on climate related issues experienced by the communities. The major outcomes were getting a firsthand experience of some of the vulnerable areas and communities, identified potential communities to work with and start collating project ideas.

Launched the Community Climate Change Adaptation Fund (CCCAF): The UNDP Team comprising of Martin, Kadijah, Lorenzo and Magali successfully organised and staged the Launch of the CCCAF which took place on 14th November 2014 at the Flamboyant Hotel, Grenada. Attending the Launch was Lara Blanco and Lorenzo Harewood from UNDP Barbados Regional Office, Officials from the Ministry of Agriculture PS Jessamy and Cadore, along with over 120 guests. Staff of the Ministry of Agriculture played a supportive role in setting up the event and ushering of guests.

Launch of the Call for Proposals of the CCCAF: The three page document referred to as the Call for Summary Proposal was finalized. The call for summary proposal was sent out immediately following the launched to over 200 email recipients inviting CBOs and NGOs, community groups in Grenada, Carriacou and Petite Martinique to submit summary proposals for activities eligible for financing by CCCAF. Press conferences were held on major TV and Radio outlets during the week following the launch to inform the wider public of Grenada about the CCCAF. The time allotted in which communities should submit projects to the CCCAF was extended from November 30th to December 5th, 2014. The reason for the extension was because the community meetings were still ongoing and some groups felt that they were not given adequate time in which to prepare their proposals.

Overwhelming Response to the CCCAF: By December 5th over 140 summary proposals were received for the CCCAF. UNDP Team undertook the painstaking task of reading these proposals and then cataloging by parishes and constituencies before the selection process begun.

Number of proposals received from the respective parishes:

|  |  |  |  |
| --- | --- | --- | --- |
| **Parish** | **Number of Summary Proposals** | **Proposals Submitted after deadline** | **Total number** |
| St. Andrew | 13 | - | 13 |
| St. George | 42 | 4 |  46 |
| St. Mark | 8 | - | 8 |
| St. Patrick | 9 | 1 | 10 |
| St. David | 11 | 1 | 12 |
| St. John | 4 | 1 | 5 |
| Petite Martinique | 3 | - | 3 |
| Carriacou | 27 | 2 | 29  |
| Unspecified (nationwide) | 17 | - | 17Unspecified 6 Nationwide 5 |
|  | **134** | **9** | **143** |

Selection Process for the CCCAF: The first step in the review process was to catalog the proposal. A detail spreadsheet was prepared and information on every proposal was represented including; project numbers and applying organisation information, project description and focus area; comments on sustainability and human well-being etc.

The second stage was to review all the proposal to reduce the amount of projects from 143 to about 50 – 60 proposals. A divide and conquer approach was used for this step where each staff focused on one or two parishes as listed below:

* Proposals from St. George’s National wide and unspecified were reviewed by Kadijah
* Proposals from St. John’s, St. Mark’s, St. Patrick’s was reviewed by Saraniya / Kadijah and Martin
* Proposals from Carrriacou and PM was reviewed by Lorenzo
* Proposals from St. Andrew’s and St. David’s was Martin

Reviewing the proposals to reduce the numbers to about 50-60 was considered the first tier selection process. The following qualitative criteria were used:

**First Tier of Selection**

1. **Ensuring proposals satisfy the call for proposals criteria**: Screening of proposals by reviewing each projects to determine whether they met all requirement outlined in the summary proposal. The amount of funding applying for and the cut off deadlines will be secondary especially for people who would have submitted before the deadline and had to resubmit. Other factors such as one person or organisation applying for more than one projects must be addressed to ensure that one person or organization received one project only.
2. **Geographic distribution of proposals.** Proposals selected must be proportionately distributed among all constituencies.
3. **Even distribution of project by sectors:** Project representing the different sectors or thematic areas shall be proportionately distributed through the country/constituencies.

**Thematic Areas:**

* + - Disaster Risk Management
		- Ecosystems
		- Forestry
		- Transportation
		- Renewable Energy
		- Coastal and Marine Based
		- Agriculture and Food
		- Water Resources
		- Awareness and Education
		- Health
		- Economic Empowerment
		- Tourism Services
1. **Proportionate representation of the different category of groups**: The three different categories of organizations applying for the funds (NGOs/CBOs; GROs and innovators) must be proportionately selected in the final list of proposals. Developing a ratio to represent these groupings may be considered.
2. **Projects incorporating/addressing women, youths and poverty** issues shall be given added priority (points). The parishes of St. Mark’s and St. Patrick’s with over 50% poverty shall be given added priority (points). Consideration must to be given to projects from women applicants and those addressing women issues.
3. **Projects that would impact on a wider community** shall be given added priority (points).
4. **Amount of projects that can be realistic implemented in 2015**: Based on the level of administration needed, the demands of the selection committee and supervisory resources required a targeted amount of 30-40 projects would be selected for second round of full proposals.
5. **Projects selected will be shared with GEF SGP** to ensure that there is no duplication of funding.

On the recommendation by PS Jessamy the aforementioned approach was submitted to Cabinet to update the Ministers on the status of the project and the process used to review the summary proposals.

Training Workshops to support CCCAF: Three training workshops planned for the quarter to support community groups with developing their projects and setting up guidelines for monitoring the impact of the CCCAF had to be postponed. The workshops will be done early in 2015 at the time when the community groups are asked to develop full proposal. The workshops are as follows:

* Monitoring and Evaluation Workshop: Planned for the week of December 16th -19th, 2014. Dr. Iris Monnereau a monitoring and evaluation experts of the University of West Indies has been in communication with to facilitate this workshop.
* Education and Awareness of climate: Planned for the week of December 1th - 05th, 2014. A request for collaboration letter was sent from UNDP (Lara Blanco) to Dr. Didacus Jules OECS Commission seeking the approval of Mr. Tecla Fontenard to facilitate the workshop.
* Proposal Writing: planned for the week of December 8th – 12th, 2-14. UNDP staff meet with Mr. Kwesi Roberts of the Grenada Industrial Development Corporation (GIDC) at the UNDP Office and had follow-up communication in order to plan the workshop.

**Project Component 4.2 Updates – Increasing awareness of climate change risks and disseminate lessons learned and best practices at the local**

**Communication Strategy:** A detailed communication strategy is being developed to foster large scale awareness around Climate Change including a [youtube.com](http://youtube.com) channel for uploaded videos from UNDP events. <https://www.youtube.com/user/iccasgrenada>. Through the communications strategy long term marketing efforts have been considered to achieve the project objectives. The target audience and different communication mediums are outlined in the table below:

| Socio- demographic groups | Marketing tool |
| --- | --- |
| * Primary school pupils
* Secondary school students
* Youth
* White collar professionals administrative workers and civil servants
* Blue-collar professionals (building trade, market sellers, etc.)
* Farmers and fishermen
* Bus drivers and taxis
* Housing and residential communities
* Hotels and tourism professionals
 | * Theater play;
* sporting tournament and film festival,
* videos,
* Radio drama and through the sponsoring of events such as the nutmeg festival, World Food Day
* Television and radio advertisements on Climate Change
* Primary School Adaptation Awareness Program
* Spice-Mas 2015 Stakeholders Consultation
* Secondary School / University Climate Change Awareness Program
* Environmental Tour/ Hike
* Local Farmers Climate Change Adaptation Awareness Program
 |

Communications Specialist (CS): The UNDP Team continued to work with the communication specialist on finalizing the details of activities within the communications strategy. The communication specialist continued her discussions with various potential groups and individuals to designs concepts for projects listed under the communication strategy. Activities that the CS specialist played a leading role in during the month of December included; developing radio and TV ads for the nutmeg festivals; preparing and advertising ToRs for hiring a movie maker and theatre company for targeted awareness programmes in primary and secondary schools. The detailed communications strategy is within the communications specialist report for December.

Pure Grenada Nutmeg Festival: On Thursday 4th December, The ICCAS team (UNDP and GIZ),along the Ministry of Agriculture Lands, Forestry, Fisheries and the Environment partnered with the 4H Clubs to organise a climate change awareness and tree-planting day for more than 80 4Hers from the schools of St. Patrick’s and St. Andrew’s. The festival included 4 classrooms sessions where climate change experts from UNDP and GIZ delivered interactive climate change presentations to the 4Hers to create an awareness of the realities of climate change in Grenada and what they we can do to adapt to these changes. The day culminated in the planting of several spice trees around the school's compound.

**ICCAS Website:** The website developer is currently developing online platform (website) to share activities from both implementing agents (UNDP/GIZ). The website will be used as an interactive Knowledge Management Platform and will also facilitate other awareness activities for the ICCAS Project. By the end of the quarter the web site developer completed all basic programming for the structure and design of the ICCAS website. A major conference call was held on December 11th with members of UNDP, GIZ and the Ministry of Agriculture to test the platform.

**Meetings / Presentations**

***Sustainable Development Council (SDC) Meeting – October 31st 2014:*** On October 31st Kadijah Edwards of UNDP attended the Sustainable Development Council meeting. The SDC presented and discussed the reform of the Labour Code for Grenada.

**Global Environment Facility Small Grants Programme (GEF SGP) – October 7th & 9th, 2014:** Kadijah Edwards, UNDP Technical Officer, attend a GEF SGP project steering committee meeting and capacity building workshop at the Fisheries Conference Room. The workshop was tailored to assisted NGOs and CBOs in their application to the GEF small grants.

**Presentation by UNDP to Youths in Agricultural Campaign - October 28th, 2014:** Martin Barriteau, UNDP project coordinator, was invited to address over 100 participants of Market Access and Rural Enterprise Development Programme (MAREP) Youth in Farming workshop and gave a presentation on “*Climate Change and its Impact on Farming*: A Period of Challenges and Opportunities.” He explained the impact of climate change on farming activities, adaptation strategies and opportunities to be derived. He also introduced the opportunities of the ICCAS adaptation fund to motivate these young people.

**UNDP ICCAS Booth at Ministry of Agriculture World Food Celebration – October 17th, 2014:** UNDP Staff joined the GIZ ICCAS Project and the Ministry of Environment Team in displaying a booth at the Grenville World Food Day Celebration. The exhibition of the Ministry of Environment in which UNDP was a part displays the importance of the environment in the 2013 theme of the celebration which was: “*Family Farming: Feeding the World, Caring for the Earth*.” Information on the UNDP ICCAS project and in particular the CCCAF was share with visitors. Which resulted in a number of community visits being organized.

**Lion Fish Eradication Task Force Meeting – October 22nd, 2014:** Martin Barriteau, UNDP project coordinator, was invited to a Lion Fish Eradication Task Force Meeting at the Fisheries Conference Room, Melville Street to provide information of the CCAF and offer suggestions as to how a lion fish programme could qualify for funding under the CCAF. The meeting focused on a one (1) year draft Lionfish Action Plan which will involve lion fish derby at 19 fishing communities, promotional materials, awareness and eradication program to the amount of US$180,000.00

**Press Launch of ICCAS GIZ Climate Change Music Video “Can’t Do This Alone” by Swipe, Eclipse & Avonni - October 11th, 2014**: UNDP Staff attended the press launch of the climate change video. Three young Grenadian talents - Swipe, Eclipse & Avonni - wrote and performed the climate change song “Can’t do this alone” a few years back as part of a song competition organized by the Grenada Red Cross with funding from UNDP (?). The production of the video was arranged by the German Agency for International Cooperation (GIZ) and kindly support by the True Blue Bay Resort under the “Integrated Climate Change Adaptation Strategies (ICCAS) Programme. The video was produced by Arthur Daniel. The video is available on Youtube as well as on the “ICCAS Project” Facebook page!

**UNDP Support 4-H Unit Attendance at Global Summit - October 27th, 2014:** UNDP covered 50% payment of Ms. Akisha Frank, Officer of the 4-H Unit to facilitate her attendance at the 1st, Global 4-H Network Summit which was held in Seoul, Korea during the period October 27th, to November 02nd, 2014. The conference thematic areas of food shortage, poverty and famine and environmental improvement were all aligned to risks under climate change and as such, UNDP felt it in the areas of climate change adaptation and supported that initiative.

UNEP Technical Workshop, November 11th – 12th, 2014: The UNDP Staff attended the UNEP

National Technical Workshop which provided stakeholders with the opportunity to participate in a discussion on national and local level vulnerability to climate change in Grenada with a view to determine the most appropriate coastal ecosystems-based activities that would help address this vulnerability. The UNEP workshop is part of a bigger project entitled “Building Capacity for Coastal Ecosystem Based Adaptation in Small Island Developing States” which is a two and a half year project being funded by the European Commission and implemented jointly, by the Government of Grenada and the United Nations Environment Programme (UNEP). The project has selected two sites in Grenada ecosystem based adaptation work. The sites are Grand Anse in Grenada and Windward in Carriacou. Martin Barriteau facilitated the working group at the workshop which came up with strategy directions for the Carriacou site.

**Launch of the Zero Hunger Project – November 18th, 2014:** The UNDP Staff attended the launch of the zero hunger initiative at the National Stadium. The zero hunger project is being funding by FAO and aim to reduce hunger in Grenada during the life of the project.

**Gulf and Caribbean Fisheries Institute (GCFI) Conference – November 2nd – 7th, 2014:** Martin Barriteau attended the GCFI annual conference in Barbados which had as its theme **"Small islands, big issues: applying fisheries and marine science to solve problems and create opportunities.**" A number of marine and coastal stream and monitoring and evaluation workshop were attended throughout the week. A major outcome of attending the conference was engaging monitoring and Evaluation expert Dr. Iris Monnereau of the University of West Indies to develop a M&E strategy for the UNDP ICCAS project. A number of meetings and follow-up actions were held with Dr. Iris and she is invited to facilitate the UNDP monitoring workshop. Dr. Christopher Jeffery of NOAA was also engage who later attended the UNDP CCCAF launch and agreed to assist with developing a M&E plan for the CCCAF.

**Constraints:**

Office Space: UNDP staff continued to operate in a very confined space within the Ministry of Agriculture which is becoming exceedingly too small for staff and equipment. Numerous discussions were being held with the PS and SAO for a larger or more available office space to accommodate additional staff and equipment. It was finally agreed that the room adjacent to the UNDP Office can be used as an additional Office space. Furniture and cabinets were being sourced in order to equip the room as a UNDP office.

Administrative Workload: UNDP staff are expected to follow the UNDP and Ministry of Agriculture procurement procedures when processing every voucher under the project. The administrative workload is becoming to heavy for the UNDP staff and is taking time that should be spend on the community programmes. With 40 or more projects due to come on stream with the CCCAF the staff will need additional administrative support. Staff have begun discussing the need for an administrative assistant within the 2015 workplan.

Internet Service is not very reliable: The internet continued to be slow and most times cannot accommodate the many conference calls made between UNDP Grenada and Barbados. This problem is starting to become embarrassing and time consuming with the break in calls happening every minute.

Processing vouchers with the Ministry of Agriculture: In development the operational guidelines and structure for the CCAF it was observed that the soon to begin community projects will add an additional 100 - 150 vouchers for processing within present Ministry smart stream system. This issue was raised with the PS, SAO and Project Officer and they promised that they will do their best to prevent bottlenecks within the system. In November a voucher that required a wire transfer took about one month to process after the project officer went on leave.

Deciding on an appropriate Structure for the CCCAF: The UNDP Office is constantly in such of lesson learned and/or best practices in operating a community fund especially with groups that are not formalized. On a conference call with Mr. Gerardo Quiros Cuadra Gerardo of Costa Rica who implemented a similar fund to assist communities in Cinchona following the 2009 earthquake. The major outcome of the meeting was that we should as much as possible support provide administrative and capacity building support to groups that is not instituted. Staff have begun discussing an appropriate structure for managing the CCCAF projects within the 2015 workplan. Within the structure seven community liaison officer will be hired to supervise projects within every parish and an administrative person will be placed at the office to provide support to the community groups.

The preceding comprises the UNDP ICCAS quarterly report for the period October 1st – December 31st, 2014.



Martin Barriteau

Project Coordinator