



UNDP Project Document

**UNDP-GEF Enabling Activities Project**

Government of Guyana

United Nations Development Programme

PIMS No. 1353 Assessment of Capacity Building Needs, Preparation of Second and Third National Reports (CBD) and the Clearing House Mechanism  
ATLAS Project ID: 00060126

**Brief Description**

The major objectives of this add-on request are to assist the Government of Guyana in addressing its priorities relating to the Convention on Biological Diversity (CBD). These priorities include: undertaking a comprehensive capacity building needs assessment for defining country specific priorities; supporting the consultation process to complete its Second and Third National Reports to the CBD; and establishing a country-driven Biodiversity Clearing House Mechanism to provide easier access to information related to biodiversity as identified in the National Biodiversity Action Plan and required by the CBD.

## Table of Contents

<u>Section</u>	<u>Page</u>
ACRONYMS .....	3
SECTION I: ELABORATION OF THE NARRATIVE .....	4
PART I: SITUATION ANALYSIS .....	4
PART II: STRATEGY .....	4
PART III: MANAGEMENT ARRANGEMENTS .....	14
PART IV: MONITORING AND EVALUATION PLAN.....	15
PART V: LEGAL CONTEXT.....	17
SECTION II: STRATEGIC FRAMEWORK.....	18
SECTION III: TOTAL BUDGET AND WORKPLAN .....	20
SECTION IV: ADDITIONAL INFORMATION .....	22
ANNEX I: TERMS OF REFERENCE FOR PROJECT COORDINATOR.....	25
ANNEX II –TORS FOR SHORT TERM CONSULTANT (PREPARATION OF THIRD NATIONAL REPORT) .....	34
ANNEX III TORS FOR SHORT TERM CONSULTANT (CHM).....	34
SIGNATURE PAGE .....	Error! Bookmark not defined.
APPROVED PROPOSAL.....	Error! Bookmark not defined.

## Acronyms

1. CBD Convention on Biological Diversity
2. CHM Clearing House Mechanism
3. CI Conservation International
4. CREP Caribbean Regional Environmental Programme
5. EPA Environmental Protection Agency
6. GEF Global Environment Facility
7. GMTCS Guyana Marine Turtle Conservation Society
8. GOG Government of Guyana
9. IABIN Inter-American Biodiversity Information Network
10. MACC Mainstreaming Adaptation to Climate Change
11. NBAC National Biodiversity Advisory Committee
12. NBAP National Biodiversity Action Plan
13. REIN Regional Environmental Information Network
14. UNDP United Nations Development Programme
15. WWF World Wildlife Fund

## **SECTION I: Elaboration of the Narrative**

### **PART I: SITUATION ANALYSIS**

1. Guyana completed two activities under its Biodiversity Enabling Activity project in November, 1999. The Government of Guyana (GoG) formally adopted the National Biodiversity Action Plan (NBAP) on November 30, 1999, thereby fulfilling its responsibilities under Article 6 of the Convention on Biological Diversity (CBD), and prepared and submitted its First National Report to the CBD on November 11, 1999, fulfilling its additional responsibilities under Article 26 of the CBD. All of the activities programmed for the first Enabling Activity were completed utilizing about 75% of the funds which were allocated. This project was operationally and financially closed in 2001 and the unused funds of \$20,709 were refunded to the GEF Trustee.

2. Since finalizing these two documents, the GoG has made significant progress in implementing many of the actions outlined in the NBAP. Among the activities undertaken during the past four years were: the identification, through a consultative process, of several potential protected areas and the establishment of a Protected Areas Secretariat to implement a protected areas system; strengthening of fund-raising efforts and legal frameworks; increased public awareness on biodiversity issues through public awareness activities and educational programs; creation of the National Biodiversity Advisory Committee (NBAC), which comprises representatives from a wide cross-section of relevant agencies and which advises the Environmental Protection Agency (EPA) on all matters relating to biodiversity; and, the creation of a new Division for natural resources management at EPA. The GoG has also established collaborative agreements with several institutions such as the Smithsonian Institution, Conservation International, World Wildlife Fund, Guyana Marine Turtle Conservation Society (GMTCS) and Fauna and Flora International, for research, capacity building, and work to support the establishment of a system of Protected Areas.

3. The NBAP is intended to provide an adaptive framework for the implementation of activities to conserve biodiversity and create a sustainable society in Guyana. As such, the proposed add-on activities will build on and supplement the objectives outlined in the NBAP through a continuous process of consultation and review with key stakeholders throughout the country.

### **PART II: STRATEGY**

4. The major objectives of this add-on request are to assist the GoG in addressing the following priorities:

- Undertaking a comprehensive capacity building needs assessment for defining country specific priorities;
- Supporting the consultation process to complete its Second and Third National Reports to the Convention on Biological Diversity (CBD); and

- Establishing a country-driven Biodiversity Clearing House Mechanism to provide easier access to information related to biodiversity as identified in the NBAP and required by the CBD.

5. These priorities have been identified in the NBAP, and because of limited national resources, it may not be possible to address them without additional support through the GEF. The Government of Guyana and the UNDP-GEF are satisfied that this proposal is consistent with the GEF guidelines for additional funding of biodiversity enabling activities.

6. The work envisioned in this second set of enabling activities will complement other ongoing and planned projects in Guyana. These include:

- The GEF-supported National Capacity Self Assessment Project, was aimed at examining Guyana's capacity to implement activities related to the three biodiversity-related International Conventions, including the CBD;
- The GoG-UNDP program Capacity Building for Environmental Management in the Sustainable Utilization of Natural Resources (2003-06), which is designed to strengthen Guyana's capacity to translate national environmental policies into actual programs. This project has four programmatic areas, one of which is the sustainable use of biodiversity.
- The Caribbean Regional Environmental Programme (CREP) project was designed to demonstrate models of sustainable natural resources use. The CREP project was intended to develop and strengthen a Regional Environmental Information Network (REIN), promote education and awareness on environmental issues throughout CARIFORUM Member States, improve skills and capacity of regional institutions to enable them to act effectively in the delivery of a regional environmental mandate, and to develop and enhance management of amenity areas. This project is completed.

7. According to the evaluation made by the GoG, the additional funding would be used in the following priorities:

### ***2.2.1 Assessing Capacity Building Needs and Defining Country Specific Priorities***

8. **Goal:** To identify, evaluate and prioritize the capacity building needs and information gaps as regards policies, plans and strategies for access and benefit sharing, traditional knowledge, monitoring programmes and implementation of incentive measures.

#### ***2.2.1.1: Access to Genetic Resources and Benefit Sharing, and in particular the Assessment of Existing Policy Measures and Capacity, and Formulation of a Benefit Sharing Mechanism.***

##### *Reason for Priority*

9. Current legislation in Guyana does not provide a sufficient mechanism for the protection of intellectual property relating to biodiversity, particularly in light of the increasing economic and research values associated with biodiversity resources. The issue of access to biodiversity, and equitable sharing of benefits from the utilization of knowledge, innovations and practices of local communities, is not fully addressed in the existing legislative framework. The present

Amerindian Act further empowers Amerindians, in particular with regard to ownership and use of lands. However, it is important that the definition of those who must have access to biodiversity-related benefits include not only Amerindians, but also others who depend on the biological resources of the country.

#### *Activities to be Carried Out*

10. For the priority area selected, the activities to be conducted will focus on:
  - Evaluation of the existing capacity and identification of needs/constraints of institutions, agencies and stakeholders concerned with the establishment of a national framework for access to and benefit-sharing of genetic resources;
  - Consultative review by experts, through meetings, workshops and local and national consultations, of:
    - Legislative framework and enforcement mechanisms;
    - Existing institutional framework and sector-specific policies;
    - Existing coordinating mechanisms;
    - Public awareness and training priorities;
    - Priorities for investment in infrastructure and technology; and
    - Options for financial mechanisms with the support of national, regional and international bodies.
11. Based on reviews, formulate a strategy and action plan for capacity building needs to cover gaps, policies on access to genetic resources and benefit sharing mechanisms.

#### *Expected Outputs*

12. The outputs expected are:
  - An Assessment Report evaluating existing human and institutional capacity needs related to the access to genetic resources and benefit-sharing;
  - A Status Report, Strategy and Action Plan on national capacity for access to genetic resources and benefit-sharing that includes priorities for changes to laws and policies, institutional strengthening and human resources building needs, coordinating mechanisms, training and public awareness, infrastructure and technology investment and financing mechanisms; and,
  - Thematic Report on access to genetic resources and benefit-sharing

#### ***2.2.1.2: Preservation and Maintenance of Biodiversity-Related Knowledge, Innovations and Practices of Indigenous and Local Communities Embodying Traditional Lifestyles.***

##### *Reason for Priority*

13. Both the NBAP and the National Environmental Action Plan (2001-2005) highlight Guyana's cultural diversity and its relationship to biodiversity. Several indigenous tribes are among the diverse people living in Guyana, each of which has an extremely profound and historical relationship with the environment, and has long-established methods and traditions for the conservation and sustainable use of biodiversity. With changing lifestyles and increase in

activities such as mining and logging in some communities, the need for awareness and capacity building is critical to prevent the misuse and loss of biodiversity. Amerindians and other members of civil society are generally not adequately involved in natural resources and environmental management at the national level. The creation of an adequate framework for the recognition and inclusion of these stakeholders will allow existing obstacles to be removed thus promoting access to the knowledge derived from traditional lifestyles that is of interest for the conservation and sustainable use of biodiversity.

#### *Activities to be Carried Out*

14. This will be focused on participatory identification and assessment of existing capacity needs and constraints of various institutions and stakeholders concerned with the incorporation of traditional knowledge into biodiversity management practices, including the following:

- Assess and identify institutional and human capacity needs to mainstream civil society involvement in biodiversity management through consultancies, meetings, workshops, public and national consultations, etc.;
- Review of current and needed legislation aimed at promoting and protecting the rights of the depositaries of traditional knowledge favourable to the conservation of biodiversity;
- Inventory of traditional knowledge on sustainable conservation and use of biodiversity among Amerindian populations and other stakeholders, through field interviews and a written study;
- Study to identify the potential patentability of traditional knowledge and practices; and
- Elaborate a strategy and action plan for the incorporation of traditional knowledge into biodiversity management practices, including identification of priority areas for improvement in legislative and regulatory frameworks, institutional roles and coordination, human resources, and improved mechanisms for community participation in biodiversity management.

#### *Expected Outputs*

15. The expected project outputs include the following:

- List of priority institutional and human resource needs to preserve and maintain biodiversity-related knowledge, innovations and practices;
- A report on the legislative framework for preserving the rights of traditional knowledge sources/holders regarding biodiversity uses;
- An assessment report on community and indigenous-based knowledge and practices that are favourable to the conservation and sustainable use of biodiversity;
- A report on the status of documentation and preservation of traditional biodiversity knowledge and practices;
- A report assessing the need and potential to promote patentability of traditional knowledge and practices;
- A strategy and action plan of sequential actions, which will include priorities for legal and regulatory frameworks, institutional roles and coordination, human resources development needs and training, and financial and coordinating mechanisms; and,
- Thematic report on traditional knowledge.

### ***2.2.1.3 Initial Assessment and Monitoring Programmes, including Taxonomy***

#### *Reason for Priority*

16. High priority is placed on this issue because of the almost complete absence of monitoring activities in Guyana, although significant work on the identification of components of biological diversity has been carried out. Limited data is held by various institutions country-wide.

17. There is also a need for field specialists, general monitoring specialists and information management specialists for dealing with the data collected. Such specialists are in short supply in Guyana and there are no programmes in place for training them.

18. At the same time, Guyana is a country with a developing economy where a number of socio-economic processes pose a potential threat to the biodiversity of the country. In particular, the direct use of components of biodiversity (logging, collecting non-timber plant products, fishing and hunting, mining, illegal practices, etc.) has increased. Therefore, control over the status of biodiversity is one of the main pre-conditions to fulfilling the country's obligations under the Convention. However, the country has limited financial resources for the implementation of the requirements of a monitoring programme.

19. Presently, Guyana does not have an ongoing monitoring/inventory programme at the species, ecosystem or genetic level. Monitoring research at all three levels, species, ecosystem and genetic, are carried out to an extremely limited extent, outside the framework of any comprehensive programme and not at the state level. A lack of resources does not allow for repeated research into taxa and ecosystems that have already been investigated once.

20. A generally well-known set of threats exists, including logging and to a lesser degree, agriculture and construction, as well as, to an insignificant extent, industrial wastes. There is also an estimation of the consequences of forecasted changes in climate. At the same time, there is not enough data on the spatial distribution of these threats and quantitative parameters have not been evaluated, even for such easily determined threats as logging.

21. At the ecosystem level, the definition of components of biodiversity is also an ongoing process. In Guyana, a number of habitats were selected which were of particular value from the point of biodiversity conservation. Assessment and monitoring of these areas would be conducted in relation to a system of protected areas for the country.

#### *Activities to be Carried Out*

22. The following activities will be completed:

- Assessment and identification of institutional and human capacity needs to mainstream initial assessment and monitoring including taxonomy through consultancies, meetings, workshops, public and national consultations, etc.;
- Study to identify priorities for assessment and monitoring; and



- Elaboration of a national strategy and action plan for assessment and monitoring, including taxonomy.
- Once the project gets started there would be a review of some of the other needs assessment undertaken by other countries on taxonomy which would help to improve and focus the scope of the assessment that Guyana will undertake.

### *Expected Outputs*

23. The outputs to be produced are:
- List of priority institutional and human resource needs to conduct assessments and prepare monitoring programmes including taxonomy;
  - A report on the status of documentation of Guyana's Biodiversity;
  - A strategy and action plan of sequential actions, which will include priorities for legal and regulatory frameworks, institutional roles and coordination, human resources development needs and training, and financial and coordinating mechanisms; and,
  - Thematic report on taxonomy

### ***2.2.2: Design and Approaches Relevant to the Implementation of Incentive Measures***

#### *Reason for Priority*

24. Incentive measures for biodiversity conservation in Guyana have potential value but they have not yet been developed and applied due to a lack of financial and technical resources. It is recognized that there is a need to remove policies that create perverse incentives that lead to the degradation and loss of biological diversity, or to mitigate these perverse incentives.

25. A perverse incentive emanates from policies or practices that encourage, either directly or indirectly, resource use leading to the degradation and loss of biological diversity. The removal of such policies or practices, or the mitigation of their perverse effects, is therefore an important element in promoting the conservation and sustainable use of biodiversity.

26. Three phases are suggested in the process of removing such policies or practices, or in mitigating their perverse effects, on biological diversity, all of which should be implemented with stakeholder participation:

- (a) the identification of policies or practices that generate perverse incentives and their impacts;
- (b) the design and implementation of appropriate reforms; and
- (c) the monitoring, enforcement and evaluation of these reforms.

27. There are no programmes in place to identify and ensure the adoption of economically and socially sound measures that act as incentives for the conservation and sustainable use of components of biological diversity. There has been no review of the legislation and economic policies to identify and promote incentives for the conservation and sustainable use of biological diversity.

### *Activities to be Carried Out*

28. The activities, which will be undertaken, include:
- Review of policies and practices. Critically review and evaluate policies and practices that potentially contribute to biodiversity loss, including the assessment of their impacts on biodiversity as well as their effectiveness and efficiency;
  - Scope of perverse incentives. In some cases, policies and practices may generate perverse incentives under specific local conditions and socio-economic circumstances, while they may prove to be neutral or even favourable for biological diversity under other conditions and circumstances. This study should therefore seek to identify, whenever feasible and appropriate, the scope and extent to which such policies and practices adversely affect biodiversity, as this information is important for prioritization and for choosing appropriate policy responses;
  - Identification of all relevant costs and benefits and their distribution. This is key requirement for a well-informed policy choice. Hence, the assessment should not only include the direct tangible costs and benefits, but also the intangible costs and benefits for society as a whole. The use of appropriate valuation tools should be considered if feasible;
  - Identification of obstacles for policy reform. Relevant obstacles for the removal of policies and practices generating perverse incentives, such as distributional issues, property rights, entrenched interests, cultural traditions, international considerations, should all be addressed as they are critical to the design of implementable policy response; and
  - Prioritisation. The analysis should enable prioritization of subsequent reforms to remove or mitigate perverse incentives, that is, it should enable to spell out which reforms to take up first, and which ones to take up later. Such an activity should be based on a set of criteria, including the feasibility and ease of policy reform, the importance and extent of biodiversity degradation, and socio-economic concerns.

### *Expected Outputs*

29. The project outputs will be:
- A Report on the policies and practices that act as perverse incentives which lead to the loss of biodiversity. This report should also consider the scope and extent to which the policies and practices adversely affect biodiversity;
  - A list of priorities for action and recommendations for choosing appropriate policy responses;
  - A strategy and action plan of sequential actions, which will include priorities for legal and regulatory frameworks, institutional roles and coordination, human resources development needs and training, and financial and coordinating mechanisms; and
  - Thematic report on incentive measures.

### ***2.2.3 Consultation for the Preparation of the Second and Third National Reports***

30. **Goal:** To fulfill Guyana's obligations under the CBD including the conservation and sustainable use of biodiversity

31. Guyana is a signatory to the Convention on Biological Diversity. The CBD was ratified on the 29 August 1994. The First National Report to the Secretariat of the CBD was submitted on November 11, 1999. The objective of national reporting, as specified in Article 28 of the CBD Convention, is to provide information on measures taken for the implementation of the Convention and to inform on the progress of various activities. Accordingly, two reports will be prepared: (i) National Report and (ii) Thematic National Reports according to the guidelines set out by the Conference of Parties (COP). The specific format distributed by the Secretariat of the CBD will be followed.

#### *Reason for Priority*

32. The Second National Report to the Secretariat of the CBD has been long delayed, and support through Additional funds to the Enabling Activity will allow Guyana to undertake a national consultative process with stakeholders to prepare the Second National and Thematic Reports for the Convention on Biological Diversity. The report will help Guyana to review the extent to which it is successfully implementing the provisions of the Convention and will also assist the Conference of the Parties to assess the overall status of implementation of the Convention.

33. Individuals from key agencies will be nominated to serve on relevant working groups. Consultations, spearheaded by these working groups, will be conducted with appropriate stakeholders at the various regional and national levels. Stakeholders would include the natural resources agencies such as the Guyana Forestry Commission, the Lands and Surveys Commission, the Guyana Energy Agency; government ministries such as the Ministries of Education, Agriculture, Amerindian Affairs, Local Government, Tourism; local and international NGOs such as CI, WWF, the Guyana Marine Turtle Conservation Society; local level groups such as environmental clubs; the University of Guyana and the private sector. These consultations would be countrywide and would pay particular attention to stakeholders who reside in the hinterland areas and to indigenous and other community groups and the education institutions.

34. The additional funds will enable Guyana to prepare the Third National Report in line with the CBD decision VII/25 and ensure that the Report is submitted. The preparation of this Third Report will involve extensive consultation with national stakeholders including local and indigenous groups and will utilise information from previous studies and experiences.

#### *Activities to be Carried Out*

35. Activities to be completed are:

- Consultation with various stakeholders on the required content of the reporting template for the thematic and national reports;
- Preparation of the reports using the formats distributed by CBD Secretariat;
- Circulation of a draft of the reports; and
- Finalisation and submission to CBD Secretariat.

### *Expected Outputs*

36. The project outputs will be:

- The Second National Report;
- Thematic Reports; and
- Third National Report.

37. The funding requested for the second National Report would be used only for the consultation process associated with preparation of the report. The Government of Guyana will use other sources of funds for the actual preparation.

38. Funding for the Third National Report would be used for the synthesis of biodiversity information, consultation and preparation of the draft report. The preparation of this report will involve national stakeholders such as the natural resources agencies, local NGOs and indigenous groups.

39. The activities which will be undertaken to complete the preparation of the report are:

- A synthesis of biodiversity information. It will draw upon the National Biodiversity Action Plan and the recently completed review of the plan, the draft national land use policy, the new draft Amerindian Act, reports submitted to the CBD and other relevant national documents which take into account recent development and up-to-date information on biodiversity.
- Consultations with the relevant stakeholders at the national and local levels. Stakeholders would include the natural resources agencies such as the Guyana Forestry Commission, the Lands and Surveys Commission, the Guyana Energy Agency; government ministries such as the Ministries of Agriculture, Amerindian Affairs, Local Government, Tourism; local and international NGOs such as CI, WWF, the Guyana Marine Turtle Conservation Society; local level groups such as environmental clubs; and the private sector. These consultations would be countrywide and would pay particular attention to stakeholders who reside in the hinterland areas and to indigenous and other community groups.

#### ***2.2.4 Country-Driven Clearing House Mechanism***

40. **Goal:** Develop capacity to manage and benefit from the CHM

41. In the first enabling activity Guyana did not make a request for funds for a Clearing House Mechanism. The output of this activity will enable the setting up of a national Clearing House Mechanism (CHM) that will allow access by both conventional and electronic means and which will be established using the CMH guidelines set out by the CBD. This effort will build on basic initiatives that have already been undertaken by the EPA.

### *Reason for Priority*

42. Emerging information technologies can bring greater efficiency, ease of handling, and wider utilization of data related to biodiversity management, and meeting the information needs of decision-makers, researchers and general public. Guyana's NBAP identified the need to establish both a national database on biodiversity and a national clearing house mechanism for biodiversity to take advantage of these new technologies in order to support the country's planning activities for biodiversity and permit sound decision-making on the conservation and sustainable use of the country's biological resources.

43. Therefore, the EPA aims to improve access to information related to biodiversity conservation and management in Guyana for resource managers, policymakers, researchers, investors, teachers, students, and the general public. The EPA is the existing hub for access to such information, but has inadequate financial and technical resources to disseminate or make information available.

44. The additional funding requested will assist the country-driven project to develop a biodiversity information management system that will provide data in a timely and accessible manner to facilitate national decision-making on biodiversity conservation through the Clearing House Mechanism (CHM). Computer hardware and software necessary to operate the CHM will be procured, a database and website will be developed and maintained for the distribution and storage of relevant information, and mechanisms will be developed for the continuous sharing of information among relevant agencies.

45. This project will create links with existing networks that are national, regional and international. Among these networks is the Inter-American Biodiversity Information Network (IABIN), for which the EPA became the country focal point in 2002. The local CHM will be a major link in networks to ensure that biodiversity information, and other environmental information related to biodiversity, is adequately shared.

### *Activities to be Carried Out*

46. Activities to be undertaken are:

- Organization of meetings, workshops and consultations with stakeholders to design an effective CHM and develop protocols for information sharing and access, and support for policymakers, researchers, investors, teachers and students, and the general public;
- Development of a database and website with biodiversity information at the national, sub-regional and regional level. The NBAP and First National Report to the CBD; information on biodiversity-related knowledge of indigenous and local communities; national directories of scientific institutions and experts on specific thematic areas of the CBD; relevant legislation (laws, regulations and enforcement mechanisms) relating to the management and conservation of biological resources; scientific and technological information, including coordinating mechanisms and financial sources. The primary focus will be to make this information available over the Internet, but selected information will also be available through traditional means of communication;

- Training of personnel for regular maintenance and management of the database and website, and promote, through training, the participation of local communities in the collection, storage and dissemination of data on biodiversity in Guyana; and
- Linking of Guyana's national CHM to existing regional and relevant international CHMs on biodiversity, such as the CHM of the Secretariat of CBD, BIOPLAN, IABIN and Smithsonian Institution in order to promote and facilitate scientific and technical cooperation through the exchange of information on biodiversity and maximize the benefits of existing experience and expertise.

### **PART III: MANAGEMENT ARRANGEMENTS**

47. The national lead agency responsible for oversight and implementation of this Add-on and the preparation of the Third National Report will be the Natural Resources Management Division of the Guyana Environmental Protection Agency. The EPA is the lead agency in Guyana for biodiversity conservation (it is the CBD focal point agency) as well as environmental awareness and information sharing. EPA will provide secretarial support, technical back-up, and overall guidance and supervision for the Add-on Project and the Third National Report, including ensuring that activities will be completed according to the proposed work plan, and that biannual overview reports will be submitted to UNDP-GEF. The National Biodiversity Advisory Committee (NBAC) and its various working groups will oversee the add-on project and the Third National Report preparation.

48. Other Ministries and Departments will provide support to the EPA in undertaking project activities. Key individuals from these other agencies will be nominated to serve on relevant working groups, which will assess existing capacity needs and prepare a preliminary proposal for capacity building, conduct data-gathering for the second national report and prepare the draft report, and implement CHM activities. Personnel will also be allocated to provide secretarial, technical and administrative support to the National Biodiversity Advisory Committee and its working groups. Their responsibilities will include overseeing the preparation and circulation of documents, budget management and the organization and coordination of workshops.

49. A full-time project co-coordinator will be recruited to direct day-to-day activities and will, in close consultation with UNDP Guyana Country Office, coordinate, manage and supervise the project implementation as well as the preparation of the Third National Report, including the work of national experts hired to implement specific components of the project and preparation of the Third National Report. It is envisaged that a short term-national consultant will spearhead the preparation of the third National Report and if necessary be supported by a regional expert. In addition, a short-term national consultant will be contracted to implement the CHM with external regional expertise if required. The project coordinator will ensure that the strategy and action plans for access to genetic resources and benefit sharing, and for preservation and maintenance of biodiversity related knowledge, innovations and practices, initial assessment and monitoring programs, including taxonomy, and design and approaches relevant to the implementation of incentive measures, are submitted to the Government for endorsement. The project coordinator also will ensure incorporation of add-on results/outcomes into Guyana's

Second National Report on biodiversity, and submission of the Second and Third reports through the Government to the COP/CBD.

50. Public involvement is considered essential to the goals of this enabling activity and the preparation of the second and third report. The project coordinator and national experts will be responsible for organization of a consultative process, so that the strategy and action plans and the draft of the second and third national reports will be discussed with relevant stakeholders through consultation and national workshops, including final national workshops to review and endorse the final drafts. Apart from the opportunity for public review and revision of documents, the project will also emphasize public awareness. Public involvement in the project will ensure buy-in and consequently a more successful outcome to the project.

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

52. In order to accord proper acknowledgement to GEF for providing funding, a GEF logo should appear on all relevant GEF project publications, including among others, project hardware and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgment to GEF. The UNDP logo should be more prominent -- and separated from the GEF logo if possible, as UN visibility is important for security purposes.”

#### **PART IV: MONITORING AND EVALUATION PLAN**

##### *Monitoring Responsibilities and Events*

53. Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be facilitated by the project coordinator and the UNDP Country Office. A monitoring and evaluation plan will be developed by the project coordinator in consultation with the EPA and UNDP CO and will include tentative dates for Steering Committee Meetings.

54. Day-to-day monitoring of implementation progress will be the responsibility of the project coordinator and the EPA based on the project's Annual Work Plan and its indicators. The project coordinator, through the EPA will inform the UNDP CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted.

55. Periodic monitoring of implementation progress will be undertaken by the UNDP-CO through the Steering Committee meetings. 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.

### *Project Monitoring Reporting*

56. The project coordinator, in conjunction with the EPA and the UNDP CO will be responsible for the preparation and submission of the following reports that form part of the monitoring process.

57. A project Inception Report will be prepared immediately following the Inception Workshop. It will include a detailed Work Plan divided in quarterly timeframes detailing the activities and progress indicators that will guide implementation during the life of the project. The report will also include the detailed project budget for the life of the project prepared on the basis of the Annual Work Plan, and including any monitoring and evaluation requirements to effectively measure project performance during the life of the project. The Inception Report will include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of project related partners. In addition, a section will be included on progress to date on project establishment and start-up activities and an update of any changed external conditions that may effect project implementation. When finalized, the report will be circulated to project counterparts who will be given a period of one calendar month in which to respond with comments or queries. Prior to this circulation of the IR, the UNDP Country Office and UNDP-GEF's Regional Coordinating Unit will review the document.

58. Short reports outlining main updates in project progress will be provided quarterly to the UNDP Country Office and the UNDP-GEF regional office by the project team.

59. Technical Reports will be scheduled as part of the Inception Report, the project team will prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary/applicable, this Reports List will be revised and updated, and included in subsequent Annual Progress Reports (APRs). Where necessary, Technical Reports will be prepared by external consultants and will be comprehensive with specialized analyses of clearly defined areas of research within the framework of the project and its sites. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels. Information from reports will be shared with the CBD focal point and Project Steering Committee.

60. An Annual Project Report/Project Implementation Review (APR/PIR) is prepared on an annual basis following the first 12 months of project implementation and prior to the Tripartite Project Review. The purpose of the APR/PIR is to reflect progress achieved in meeting the project's Annual Work Plan and assess performance of the project in contributing to intended outcomes through outputs and partnership work. The APR/PIR is discussed in the TPR so that the resultant report represents a document that has been agreed upon by all of the primary stakeholders.

61. The GoG will provide the Resident Representative with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP (including GEF) funds according to the established procedures set out in the UNDP programme



and Operations Policies and Procedures. The Audit will be conducted by the legally recognized auditor of the Government, or by a commercial auditor engaged by the Government.

## **PART V: LEGAL CONTEXT**

62. This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Guyana and the United Nations Development Programme, signed by the parties on 3<sup>rd</sup> May, 1977. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

63. *The UNDP Resident Representative in Guyana is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:*

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document

## SECTION II: STRATEGIC FRAMEWORK

Activity/ Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Appointment of National Project Coordinator	X																	
Finalization of TORs for Consultants	X																	
First Meeting of National Steering Committee to finalize work plan	X																	
Establishment of Working Groups		X	X															
Informal Consultations of Working Groups with National and Local Stakeholders			X	X	X	X	X	X	X	X	X	X	X					
<b>I. Assessment of Capacity Building Needs for 4 Identified Priorities</b> Reviews, Surveys and Consultations by working groups with appropriate stakeholders:																		
• Stocktaking of existing capacity and mechanisms		X	X	X														
• Assessment of gaps, inconsistencies and potential for overlap/duplication			X	X														
• Identification of alternative solutions				X	X													
• Preparation of a detailed outline of national needs					X	X	X											
• Reaching consensus on preferred capacity building mechanisms							X	X	X									
• Presentation of detailed and specific recommendations to the NBAC										X	X							
First Draft of four (4) Assessment Reports on Capacity building Needs prepared by Working Groups								X										
National Consultation to review 4 Assessment Reports								X	X									
Second Draft of four (4) Assessment Reports										X								
National Consultation to review Second Draft of 4 Assessment Reports										X								
Finalisation of four (4) Assessment Reports and Production of an Overview Report summarizing Capacity building Needs/Priorities in Biodiversity in Guyana											X							
Submission of Reports, Group Reports and Products to the Cabinet for endorsement as well a National Implementing Agency and other Ministries for action												X						
Submission of the Country Reports on Capacity Building Needs for Biodiversity Management in Guyana to the COP/CBD													X					
<b>II. a. Consultations for the Second National Report- to the COP</b> Consultations by working groups with appropriate stakeholders at the various regional and national levels:																		
• Information and awareness of the required content of the thematic and national reports	X																	
• Reaching consensus on the content of the draft reports		X	X															
• Presentation of report to the NBAC				X														

Activity/ Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<ul style="list-style-type: none"> <li>Submission of the finalized report to Cabinet for approval</li> <li>Submission of the approved report to the CBD</li> </ul>				X														
<b>II. b. Preparation of the Third national Report</b>																		
<ul style="list-style-type: none"> <li>Collection, collation and synthesis of biodiversity information</li> <li>Stakeholder consultations</li> <li>Preparation of draft report</li> <li>Submission of finalized report to Cabinet for approval</li> <li>Submission of approved report to CBD</li> </ul>							X											
								X										
									X									
										X								
											X	X						
<b>III. Country-Driven CHM Project</b>																		
Workshops and Consultations with Stakeholders to Design an Effective CHM and Develop Protocols for Information-Sharing & Access and Support										X	X	X	X	X				
Website and Database Development with Biodiversity Information at the National, Sub-Regional and Regional Level										X	X	X	X	X				
Establishment of Linkage between National CHM and CBD & Other Biodiversity Networks														X	X	X	X	

### SECTION III: TOTAL BUDGET AND WORKPLAN

<b>Award ID:</b>			<b>00049359</b>						
<b>Award Title:</b>			PIMS 1353 Country Name Project Title: <i>Assessment of Capacity Building Needs, Preparation of Second and Third National Reports (CBD) and the Clearing House Mechanism</i>						
<b>Business Unit:</b>			GUY 10						
<b>Project ID:</b>			<b>00060126</b>						
<b>Project Title:</b>			PIMS 1353 Country Name Project Title: <i>Assessment of Capacity Building Needs, Preparation of Second and Third National Reports (CBD) and the Clearing House Mechanism</i>						
<b>Implementing Partner (Executing Agency)</b>			Environmental Protection Agency						
<b>GEF Outcome/Atlas Activity</b>	<b>Responsible Party/Implementing Agent</b>	<b>Fund ID</b>	<b>Donor Name</b>	<b>Atlas Budgetary Account Code</b>	<b>ATLAS Budget Description</b>	<b>Amount Year 1 (USD)</b>	<b>Amount Year 2 (USD)</b>	<b>Total (USD)</b>	<b>See Budget Note:</b>
<b>OUTCOME 1</b> <i>(Assessment of Capacity Building Needs for 4 Identified Priorities)</i>	<b>EPA</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	30,000.00	35,000.00	65,000.00	a
				71300	Local Consultants	20,000.00	20,000.00	40,000.00	b
				71400	Service Contracts-Individuals	13,500.00	13,500.00	27,000.00	c
				71600	Travel	10,000.00	20,000.00	30,000.00	d
				72300	Materials & Goods	9,000.00	9,000.00	18,000.00	e
				74500	Miscellaneous	5,000.00	5,000.00	10,000.00	
					<b>Total Outcome 1</b>	<b>87,500.00</b>	<b>102,500.00</b>	<b>190,000.00</b>	
<b>OUTCOME 2</b> <i>(Consultation for the Second National Report)</i>	<b>EPA</b>	<b>62000</b>	<b>GEF</b>	71400	Service Contracts-Individuals	4,500.00		4,500.00	c
				71600	Travel	5,500.00	-	5,500.00	d
				72300	Materials & Goods	5,000.00	-	5,000.00	f
				73100	Rent Meeting Rooms	5,000.00	-	5,000.00	e
				74500	Miscellaneous	5,000.00	-	5,000.00	
					<b>Total Outcome 2</b>	<b>25,000.00</b>	<b>-</b>	<b>25,000.00</b>	
<b>OUTCOME 3</b> <i>(Preparation of Third National Report)</i>	<b>EPA</b>	<b>62000</b>	<b>GEF</b>	71300	Local Consultant	2,000.00	3,500.00	5,500.00	b
				71400	Service Contracts-Individuals	-	1,500.00	1,500.00	c
				71600	Travel	2,000.00	2,000.00	4,000.00	d
				73100	Rent Meeting Rooms	2,000.00	2,500.00	4,500.00	e
				74525	Miscellaneous	2,000.00	2,500.00	4,500.00	
					<b>Total Outcome 3</b>	<b>8,000.00</b>	<b>12,000.00</b>	<b>20,000.00</b>	
<b>OUTCOME 4</b> <i>(Clearing House Mechanism)</i>	<b>EPA</b>	<b>62000</b>	<b>GEF</b>	71200	International Consultants	2,000.00	5,000.00	7,000.00	a
				71300	Local Consultant	2,000.00	3,500.00	5,500.00	b
				71400	Service Contracts-Individuals	1,500.00	1,500.00	3,000.00	c
				71600	Travel	-	2,000.00	2,000.00	d
				72800	Computer Equipment	2,000.00	12,000.00	14,000.00	
				73100	Rent Meeting Rooms	-	2,000.00	2,000.00	e

				74500	Miscellaneous	1,500.00	2,000.00	3,500.00	
					<b>Total Outcome 4</b>	<b>9,000.00</b>	<b>28,000.00</b>	<b>37,000.00</b>	
<b>Total GEF</b>						<b>129,500.00</b>	<b>142,500.00</b>	<b>272,000.00</b>	

<b>GEF</b>	130,000.00	142,000.00	272,000.00
<b>Government in-kind</b>	26,500.00	26,500.00	53,000.00
<b>TOTAL</b>	<b>156,500.00</b>	<b>168,500.00</b>	<b>325,000.00</b>

**Budget Notes:**

- a:** Specialized consultant to be contracted to assist in the capacity assessments and the CHM.
- b:** National consultants will be hired to assist the international consultant in outcome 1 and 4. In Outcome 3, the national consultant will be responsible for organizing the consultation workshops and preparing workshop reports.
- c:** This includes the project coordinator's salary and any other management cost
- d:** This includes travel for international consultants as well as travel to the various regions for workshops.
- e:** This includes materials for the workshops under the different outcomes.
- f:** The cost for renting venues for the various consultations.

**SECTION IV: ADDITIONAL INFORMATION**

**TABLE B3: CHM COMPONENT OF ENABLING ACTIVITY PROPOSAL**

	<b>Estimated Cost Norm. (US \$)</b>	<b>Actual Proposed (US \$)</b>
<b>Groups I and II <sup>1</sup></b>		
<i>Option A (direct assistance):</i>		
Hardware (PC of appropriate configuration)	0 - 4000	4,000
Software (Internet browsers and required software)	0 - 1000	2,000
Modem	0 - 500	
Recurrent Access Costs to Internet Service Provider including storing of national CHM web site on server (recurrent costs to end of CHM Pilot Phase 1998)	0 - 3800	4,000
Technician Set-Up Fees	500 - 700	1,000
Internet and Email training	1000 - 4000	3,000
<b>Total</b>	<b>1,500 - 14,000</b>	14,000
<b>OR</b>		
<i>Option B: Service Agreement * (with University or Agency Resident Mission)</i>		
Email and Internet Training	0 - 5000	
Recurrent access costs to Internet Service Provider including storing of national CHM web site on server (recurrent costs to end of CHM Pilot Phase 1998)	0 - 3800	
<b>Total</b>	<b>0 - 8,800</b>	
<b>Group III <sup>2</sup></b>		
PC (with CD ROM)	0 - 4000	
Software	0 - 1000	
Training	0 - 2000	
<b>Total</b>	<b>0 - 7,000</b>	

\* Several World Bank and UNDP Country Offices in developing countries have established "technical libraries" which also have dedicated access to the internet. In several countries it may be more practical to negotiate with World Bank and UNDP missions to allow designated CHM focal points periodic access to their technical facilities to download information from the CHM internet site and/or to use the email facilities for information exchange.

<sup>1</sup> Countries with required telecommunications infrastructure and potential for internet connectivity.

<sup>2</sup> Countries with inadequate telecommunications infrastructure for internet connectivity.



**Environmental  
Protection  
Agency**

**February 21, 2006**

Mr. Youssef Mahmoud  
Resident Representative  
United Nations Development Programme  
42 Brickdam & United Nations Place  
Stabroek, Georgetown  
GUYANA

Dear Mr. Mahmoud,

**Proposal for Additional Funding for Biodiversity Enabling Activities**

I refer to my letter to the UNDP dated August 2, 2005, as regards the above proposal to assist Guyana in conducting an Assessment of Capacity Building Needs, preparation of its Second and Third National Reports to the Convention on Biological Diversity (CBD) and support for our National Clearing House Mechanism (CHM). I also wish to confirm that the Environmental Protection Agency is the National CHM Focal Point for Guyana.

As GEF-Operational Focal Point, I wish to again endorse this request for additional support.

Sincere Regards,

**Doorga Persaud**  
**Executive Director and GEF-Operational Focal Point**

UNDP GUYANA	
File No.	25157
Date	12 FEB 2006
SECTION	
REGION	
OPERATIONAL FOCAL POINT	
PROGRAMME	PR
FUNCTION	
UNIT	
INTERMEDIATE UNIT	
PROJECT	

IAST Building, U.G. Campus, Turkeyen  
Greater Georgetown, GUYANA  
Tel.: (592)-222-6705 / 5784 / 2277 / 5785 / 2442 / 4224  
Fax: (592)-222-2442  
Email: [epa@epaguyana.org](mailto:epa@epaguyana.org)  
Website: <http://www.epaguyana.org>



**Environmental  
Protection  
Agency**

UNDP GUYANA	
File Ref:	ENV
Date:	3 AUG 2005
SECTION	
RR/DRR	✓
Coordination	
Programs	PR
Finance	
UNV	
Procurement/RR	
Other	

August 2, 2005

Mr. Youssef Mahmoud  
Resident Representative  
United Nations Development Programme  
42 Brickdam & United Nations Place  
Stabroek, Georgetown  
GUYANA.

Dear Mr. Mahmoud,

**Proposal for Additional Funding for Biodiversity Enabling Activities**

I refer to my letter to the UNDP dated June 29, 2004 as regards the above proposal to assist Guyana in conducting an Assessment of Capacity Building Needs, preparation of its second National Report to the Convention on Biological Diversity (CBD) and support for our National Clearing House Mechanism. Since then, the Third National Report to the CBD has become due and the proposal was therefore amended to request support for the preparation of this Report.

As GEF-Operational Focal Point, I fully endorse this request for additional support.

Sincere Regards,

**Doorga Persaud**  
Executive Director and GEF-Operational Focal Point

---

IAST Building, U.G. Campus, Turkeyen  
Greater Georgetown, GUYANA  
Tel: (592)-222-8705 / 5784 / 2277 / 5785 / 2442 / 4224  
Fax: (592)-222-2442  
Email: [epa@epaguyana.org](mailto:epa@epaguyana.org)  
Website: <http://www.epaguyana.org>





26 March 2008

Dear Mr. Tall,

**Subject: Guyana EA- Assessment of Capacity Building Needs, Preparation of Second and Third National Reports (CBD) and the Clearing House Mechanism – PIMS No.1353**  
**ATLAS BU:GUY10: Proposal No.: 00049359 - Project No.:00060126**

I am pleased to delegate to you the authority to sign the additional financing for the above-mentioned Enabling Activity project document on behalf of UNDP and to commence the implementation of the project when signed by the government of Guyana. The project, which amounts to a total of US\$272,000 has received its final approval in accordance with the established GEF procedures (CEO approval/endorsement attached as relevant). You are also kindly requested to obtain the government signature on the cover page.

Prior to the signature of the project document, the Annual Work Plan (AWP) should be generated through ATLAS GUY10, Proposal No.: 00049359 - Project No.:00060126, based on the Total Budget and Annual Work Plan in the attached project document. A copy of the project document signed cover page and the AWP extracted from ATLAS should be sent to Mr. Santiago Carrizosa, Regional Technical Advisor in the Panama RCU and to Ms. Xiumei Zhang, Finance Officer at Headquarters, with a request for issuance of an Authorization of Spending Limit (ASL). Comments on the AWP will be provided within 5 working days by the GEF Regional Technical Advisor as relevant.

Budget revisions should be forwarded to the GEF RCU with an explanation of the changes proposed. In this connection, please note that UNDP-GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project will have to be absorbed by TRAC.

The number of operational and financial transactions and services expected from your office in support of project execution will vary according to the execution modality. The UNDP country office will receive compensation for actual services delivered through the Implementation Support Services (ISS) mechanism.

Mr. Aboubacry Tall  
Resident Representative  
UNDP  
Georgetown, Guyana



As an Implementing Agency of the GEF, UNDP earns a fee from the GEF upon approval of each main project Enabling Activities. The fee, which is paid directly by UNDP/GEF to the XB account of the Country Office, is used to cover the costs incurred by UNDP, both at Headquarters and in the Country Office, in supporting project development and implementation. The total fee that your office will receive over the lifetime of the project will be \$8,160 payable in annual installments. The first installment will be effected upon receipt of the signed main project document cover page in the GEF RCU. The second and all subsequent annual fee installments will depend on the satisfactory delivery of the services described in Annex 2 and thus will be directly linked to project expenditure and delivery.

As specified in the project document, a detailed project management plan will need to be prepared by the Project Manager in order to support a timely implementation of the activities. This management plan will specify the actions, timelines and responsibilities for review at the inception workshop. It will be completed and updated throughout the life of the project as relevant in accordance with the various annual reviews such as steering committees, tri-partite reviews etc... The plan will also include all the support activities to be undertaken by the Country Office as listed in Annex 2. It should also highlight the delivery milestones and identify responsible Country Office staff at the programmatic and operational level.

We take the opportunity to draw your attention to the following mandatory requirements for all GEF-funded projects:

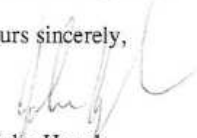
- ❖ Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by the UNDP-GEF Regional Coordination Unit, as they will have to be reported to GEF.
- ❖ All GEF-funded projects are subject to a mid-term and a final evaluation conducted according to Terms of Reference circulated to the RCU and approved on a no-objection basis. Projects of short duration and small to moderate in size such as Enabling Activities and Medium-Size may forego the mid-term evaluation.
- ❖ All NEX projects with expenditures of \$100,000 or more are subject to mandatory annual audits, conducted in accordance with the UNDP guidelines issued by OAPR. UNDP-GEF reserves the right to withhold fee payments and to suspend the project if this requirement is not met in a timely fashion.

In case you need clarification on the GEF Project Cycle and requirements, please consult the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.



In concluding, I would like to assure you of the GEF Team's and my personal commitment to a successful implementation of the project. The Regional Coordination Unit in Panama is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me with your feedback on the quality of our services and suggestions for improvements.

Yours sincerely,

  
John Hough  
Officer-in-Charge

cc: Mrs. Rebeca Grynspan, Assistant Administrator and Bureau Director; RBLAC  
Mr. Santiago Carrizosa, GEF Regional Technical Advisor, Panama City  
Ms. Patsy Ross, UNDP Guyana, Environment Focal Point



Monique Barbud  
Chief Executive Officer  
and Chairperson

Global Environment Facility

1815 H Street, NW  
Washington, DC 20431 USA  
Tel: 202.473.1202  
Fax: 202.522.3240/3245  
E-mail: mbarbud@TheGEF.org

January 16, 2008

Mr. Yannick Glemarec  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
New York, NY 10017

Dear Mr. Glemarec:

I am pleased to inform you that I am approving the enabling activity proposal entitled *Guyana: Assessment of Capacity Building Needs, Preparation of Second and Third National Report (CBD) and the Clearing House Mechanism - Add On*, for \$272,000 in financing from the GEF Trust Fund (GEFTF). I understand that this project proposal will be submitted for approval following UNDP's procedures.

In accordance with agreed procedures for enabling activities, I am authorizing you to make 15% of the approved amount to be available immediately for start up work in the recipient country.

I am also approving the fee of \$27,200 representing 10% of the total GEF grant allocation for implementation services.

I am approving this enabling activity on the understanding that the project will meet the following milestones:

- (i) The grant agreement will be signed no later than March 2008;
- (ii) The closing date of the project grant will be no later than September 2009, and a terminal evaluation/project completion report will be submitted to the GEF Secretariat within 6 months of such closing date.

You are requested to ensure that the GEF Secretariat is informed when each of these milestones is met. If any milestone is not achieved, and after consultations with your agency, I may agree to revised milestones or recommend cancellation, termination, or suspension of the project, and I will communicate to the beneficiary country and your agency the basis for such a recommendation.

One United Nations Plaza • New York, NY 10017 • Telephone: (212) 906-5044 • Fax: (212) 906-6998



Please ensure that your grant agreements continue to fully reflect these understandings.

I am attaching a copy of the project tracking sheet for your records.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barbut', is written over a horizontal line.

Monique Barbut  
Chief Executive Officer and Chairperson

Attachments: GEF Project Tracking Sheet, GEFSEC Review Sheet

cc: Country Operational Focal Point, GEF Agencies, STAP, Trustee



Biodiversity  
OP : EA

PMIS Project ID : 3175  
UNDP

GEF Project Tracking System  
Expedited Enabling Activity Project Clearance/Approval

**Guyana: Assessment of Capacity Building Needs, Preparation of Second and Third National Report (CBD) and the Clearing House Mechanism - ADD ON**

Activity	GEF Contribution	Total Cost	Requested Action	Signature	Date
<b>Project Approval</b>	\$272,000	\$325,000			
Program Manager			Recommendation	Ravi Sharma	1-16-08
Team leader			Recommendation	Gustavo Fonseca	1-16-08
CEO			Approval	Monique Barbut	
<b>Clearing House Mechanism Approval</b>					
IA Fee	\$27,200				
Program Manager			Recommendation	Ravi Sharma	
Team leader			Recommendation	Gustavo Fonseca	
CEO			Approval	Monique Barbut	

Expedited Enabling Activity Project Documentation Checklist :

- EA Project Brief
- GEF Focal Point Endorsement Letter
- Final EA Project Document
- ACEO Transmittal Letter to IA
- GEF Project Tracking/Clearance Sheet
- Electronic File(s)



Annex 2 Project Implementation Activities

**PROJECT IMPLEMENTATION ACTIVITIES**

Unless otherwise stated, all activities should comply with the UNDP-GEF and the UNDP Programming Manuals

Stage	Responsibilities of UNDP Country Office
<b>Development</b>	<ul style="list-style-type: none"> <li>▪ Review, appraise and provide guidance to proponent on Concept/project idea.</li> <li>▪ Defend Concept/project idea eligibility as needed.</li> <li>▪ Support Project formulation.</li> <li>▪ Support Co-financing negotiations.</li> <li>▪ Defend Proposal eligibility as needed.</li> <li>▪ Participates in policy negotiations as needed.</li> </ul>
<b>Preparation</b>	<ul style="list-style-type: none"> <li>▪ Support Project Document formulation.</li> <li>▪ Facilitate and participate in Project Document appraisal.</li> <li>▪ Prepare response to GEF Council comments for Project Document endorsement by GEF CEO.</li> <li>▪ Process UNDP signature of project document.</li> <li>▪ Process Government signature of Project Document.</li> <li>▪ Process Executing Agent signature of Project Document as relevant.</li> <li>▪ Finalize agreement with HQs on Project Support Services (tasks and reimbursement).</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>◆ Management Oversight</li> <li>▪ Project launching.</li> <li>▪ Steering committee meetings .</li> <li>▪ Monitoring the implementation of the workplan and timetable.</li> <li>▪ Field visits: ensure visit to the project site at least once a year; prepare and circulate reports no later than two weeks after visit completion.</li> <li>▪ Problem identification and trouble shooting</li> <li>▪ Project document revision</li> <li>▪ Review, editing and response to reports</li> <li>▪ Technical backstopping as needed</li> </ul>



<b>Implementation (cont'd)</b>	▪ Policy negotiations
	▪ Operational completion activities in agreement with GEF RCU, determining when the project is operationally completed and advising all interested parties accordingly.
	◆ Financial Management & Accountability
	▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget).
	▪ Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) as needed.
	▪ Timely issuance of the initial Annual WorkPlan (AWP) and subsequent Budget Revisions.
	▪ Operational and financial completion of the activities in agreement with GEF RCU, ensuring that projects are financially completed no more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
<b>Evaluation</b>	▪ Ensure preparation and completion of Annual Project Reports (APRs) by the due date, two weeks before the tri-partite review (TPR).
	▪ Organize and attend tri-partite review (TPR) meetings and ensuring that decisions are taken on important issues).
	▪ Ensure preparation and completion of the GEF Project Implementation Review (PIR) reports by the due date.
	▪ Arrange evaluations (mid-term, final, post-final, independent etc...), hiring personnel, planning mission) as agreed upon with the GEF RCU and ensuring that GEF-specific requirements with regard to Monitoring & Evaluation are met in accordance with the UNDP-GEF Programming Manual.



## **ANNEX I: TERMS OF REFERENCE FOR PROJECT COORDINATOR**

The Project Coordinator (PC) will report directly to the Executing Agency (EA) and in close coordination with UNDP will be responsible for ensuring that the project is implemented according to the agreed work plans, timeframe, and budget to achieve the objectives outlined in the project document.

### **Specific Duties**

- 1) Coordinate, manage and monitor the implementation of the project;
- 2) Prepare detailed work plans and budget to ensure activities meet the objectives of the project, in consultation with the EA;
- 3) Manage all activities of the project, within the agreed budget, to achieve the expected outputs of the project, in consultation with the EA;
- 4) Prepare Terms of Reference for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the EA;
- 5) Manage consultants and their performance in consultation with the EA, and supervise project administrative staff;
- 6) Coordinate consultations with stakeholders under the guidance of the EA
- 7) Organise consultation meetings
- 8) Coordinate and oversee the preparation of the outputs of the project; and
- 9) Submit quarterly progress and financial reports, terminal reports and briefing reports as needed and as specified in the contractual arrangements;

### **QUALIFICATION AND EXPERIENCE**

The PC should have a Bachelor's degree in management, administration, environmental management or related field with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years management experience. Knowledge and understanding of the relevant UN Convention, environmental issues in Guyana, good leadership, coordination, communication, and facilitation skills are essential.

## **ANNEX II –TORS FOR SHORT TERM CONSULTANT (PREPARATION OF THIRD NATIONAL REPORT)**

Under the guidance of the Executing Agency and in close consultation with the project coordinator the consultant will be responsible for preparing and finalizing the third national report.

### **Specific Responsibilities:**

- Collection, collation of all relevant biodiversity information.
- Analysis and synthesis of the biodiversity information.
- Preparation of draft report.
- Conduct of stakeholder consultations nationally and regionally.
- Compilation of outputs from consultations and preparation of consultation reports.
- Finalization of the report

### **QUALIFICATION AND EXPERIENCE**

The candidate should have postgraduate qualification in environment, natural resources or related field with solid experience in preparation of country/assessment reports. Knowledge and understanding of the relevant UN Convention, environmental issues in Guyana, good leadership, coordination, communication, and facilitation skills are essential.

## **ANNEX III TORS FOR SHORT TERM CONSULTANT (CHM)**

Under the guidance of the Executing Agency and in close consultation with the project coordinator the consultant will be responsible for setting up the Clearing House Mechanism.

### **Specific Responsibilities:**

- Organization of e meetings, workshops and consultations with stakeholders to design an effective CHM and develop protocols for information sharing and access.
- Development of a database and website with biodiversity information at the national, sub-regional and regional level.
- Training of personnel for regular maintenance and management of the database and website.
- Training of local communities in the collection, storage and dissemination of data on biodiversity in Guyana.
- Linking of Guyana’s national CHM to existing regional and relevant international CHMs.

### **QUALIFICATION AND EXPERIENCE**

The candidate should have very strong IT skills, experienced in designing and management of databases, websites. Understanding of biodiversity issues is essential.

**SIGNATURE PAGE**

Country: Guyana

UNDAF Outcome(s)/Indicator(s): Poverty Reduced to 28% through stimulation of growth and job creation. An increase of at least 10% in the proportion of Guyanese accessing quality services in education, health, water and sanitation and housing with capabilities enhanced to maximize available opportunities


Expected Outcome(s)/Indicator (s): Value of biodiversity factored into national planning, government and local communities empowered to better manage biodiversity and the ecosystem


Expected Output(s)/Indicator(s): Data on capacity needed to manage the environment and natural resources. Capacity built in communities, relevant Ministries, Environment Protection Agencies, other natural resources agencies to manage the environment and natural resources

Implementing partner: Environmental Protection Agency

Programme Period: 2008-2010
Programme Component: _____
Project Title: <u>Assessment of Capacity Building Needs, Preparation of Second and Third National Reports (CBD) and the Clearing House Mechanism</u>
Project ID: 00060126
Project Duration: 18 months
Management Arrangement: <u>NEX</u>

Total budget:	<u>325,000.00</u>
Allocated resources:	_____
• Other:	_____
○ GEF	<u>272,000.00</u>
• In kind contributions	_____
• Government:	<u>53,000.00</u>

Agreed by (Government):  Date: 2008-03-31  
Mr. Doorga Persaud,  
Executive Director, EPA

Agreed by (UNDP):  Date: 31. 03. 08  
Mr. Aboubacty Tall  
Resident Representative

*AS*



**BIODIVERSITY ENABLING ACTIVITY**  
**PROPOSAL FOR ADDITIONAL GEF FUNDING (ADD-ON)**

**AGENCY'S PROJECT ID: 1353**  
**GEFSEC PROJECT ID: N/A**  
**COUNTRY: Guyana**  
**COUNTRY ELIGIBILITY:** Guyana ratified the Convention on Biological Diversity on Aug.29, 1994  
**PROJECT TITLE:** Assessment of Capacity Building Needs, Preparation of Second and Third National Reports (CBD) and the Clearing House Mechanism  
**GEF AGENCY: UNDP**  
**NATIONAL EXECUTING AGENCY:** Environmental Protection Agency (EPA)  
**CBD OPERATIONAL FOCAL POINT:** Environmental Protection Agency  
**DURATION:** 18 months  
**GEF FOCAL AREA:** Biodiversity  
**GEF OPERATIONAL PROGRAM:** EA  
**GEF STRATEGIC PRIORITY:** CB-1  
**ESTIMATED STARTING DATE:** June 2006  
**IA FEE:** \$24,480

<b>FINANCING PLAN (US\$)</b>	
<b>GEF PROJECT/COMPONENT</b>	
Project (add-on)*	272,000
<b><i>Sub-Total GEF</i></b>	<b>272,000</b>
<b>CO-FINANCING</b>	
GEF Agency	
National Contribution (In-Kind)	53,000
Others	
<b><i>Sub-Total Co-financing:</i></b>	<b>53,000</b>
<b><i>Total Project Financing:</i></b>	<b>325,000</b>
* indicate below amount and date of originally approved Enabling Activity	
Date: 16-December-1997	\$82,600

**RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT:**

*Mr. Doorga Persaud*  
*Executive Director*  
*Environmental Protection Agency*  
*GEF Operational Focal Point*  
*National CHM Focal Point*

Date: 2 August 2005 &  
 21 February 2006

This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Biodiversity Enabling Activity approval.

*Y. Glemarec*

Yannick Glemarec  
 Deputy Executive Coordinator  
 Date: April 24, 2006

Project Contact Person  
**Paula Caballero**  
 RTA-UNDP-GEF LAC RCU  
 Tel. and email: 507-302 4571  
[paula.caballero@undp.org](mailto:paula.caballero@undp.org)

**THE PROPOSAL SHOULD BRIEFLY JUSTIFY THE PRIORITIES A COUNTRY HAS SELECTED, THE WORK INTENDED TO BE UNDERTAKEN, AND THE PRODUCT EXPECTED FROM EACH ACTIVITY.**

### **A) Project Objectives**

4. The major objectives of this add-on request are to assist the GoG in addressing the following priorities:

- Undertaking a comprehensive capacity building needs assessment for defining country specific priorities;
- Supporting the consultation process to complete its Second and Third National Reports to the Convention on Biological Diversity (CBD); and
- Establishing a country-driven Biodiversity Clearing House Mechanism to provide easier access to information related to biodiversity as identified in the NBAP and required by the CBD.

5. These priorities have been identified in the NBAP, and because of limited national resources, it may not be possible to address them without additional support through the GEF. The Government of Guyana and the UNDP-GEF are satisfied that this proposal is consistent with the GEF guidelines for additional funding of biodiversity enabling activities.

6. The work envisioned in this second set of enabling activities will complement other ongoing and planned projects in Guyana. These include:

- The GEF-supported National Capacity Self Assessment Project, which will examine Guyana's capacity to implement activities related to the three biodiversity-related International Conventions, including the CBD;
- The GoG-UNDP program Capacity Building for Environmental Management in the Sustainable Utilization of Natural Resources (2003-06), which is designed to strengthen Guyana's capacity to translate national environmental policies into actual programs. This project has four programmatic areas, one of which is the sustainable use of biodiversity.
- The Caribbean Regional Environmental Programme (CREP) project is designed to demonstrate models of sustainable natural resources use. The CREP project intends to develop and strengthen a Regional Environmental Information Network (REIN), promote education and awareness on environmental issues throughout CARIFORUM Member States, improve skills and capacity of regional institutions to enable them to act effectively in the delivery of a regional environmental mandate, and to develop and enhance management of amenity areas.

7. According to the evaluation made by the GoG, the additional funding would be used in the following priorities:

## **I. Assessing Capacity Building Needs and Defining Country Specific Priorities**

**Goal:** To identify, evaluate and prioritize the capacity building needs and information gaps as regards policies, plans and strategies for access and benefit sharing, traditional knowledge, monitoring programmes and implementation of incentive measures.

**I.A: Access to genetic resources and benefit sharing, and in particular the assessment of existing policy measures and capacity, and formulation of a benefit sharing mechanism.**

### **Reason for Priority**

8. Current legislation in Guyana does not provide a sufficient mechanism for the protection of intellectual property relating to biodiversity, particularly in light of the increasing economic and research values associated with biodiversity resources. The issue of access to biodiversity, and equitable sharing of benefits from the utilization of knowledge, innovations and practices of local communities, is not fully addressed in the existing legislative framework. The present Amerindian Act is currently being revised with a view to further empower Amerindian, in particular with regard to ownership and use of lands. However it is important that the definition of those who must have access to biodiversity-related benefits include not only Amerindians but also others who depend on the biological resources of the country.

### **Work to be done**

9. For the priority area selected, the work to be conducted will focus on:

- Evaluation of the existing capacity and identification of needs/constraints of institutions, agencies and stakeholders concerned with the establishment of a national framework for access to and benefit-sharing of genetic resources;
- Consultative review by experts, through meetings, workshops and local and national consultations, of:
  - Legislative framework and enforcement mechanisms;
  - Existing institutional framework and sector-specific policies;
  - Existing coordinating mechanisms;
  - Public awareness and training priorities;
  - Priorities for investment in infrastructure and technology; and
  - Options for financial mechanisms with the support of national, regional and international bodies.

10. Based on reviews, formulate a strategy and action plan for capacity building needs to cover gaps, policies on access to genetic resources and benefit sharing mechanisms.

### **Product Expected**

11. The outputs expected are:

- An Assessment Report evaluating existing human and institutional capacity needs related to the access to genetic resources and benefit- sharing;
- A Status Report, Strategy and Action Plan on national capacity for access to genetic resources and benefit sharing that includes priorities for changes to laws and policies, institutional strengthening and human resources building needs, coordinating mechanisms, training and public awareness, infrastructure and technology investment and financing mechanisms; and,
- Thematic Report on access to genetic resources and benefit sharing

## **I.B. Preservation and maintenance of biodiversity-related knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles.**

### **Reason for Priority**

12. Both the NBAP and the National Environmental Action Plan (2001-2005) highlight Guyana's cultural diversity and its relationship to biodiversity. Several indigenous tribes are among the diverse people living in Guyana, each of which has an extremely profound and historical relationship with the environment, and has long-established methods and traditions for the conservation and sustainable use of biodiversity. With changing lifestyles and increase in activities such as mining and logging in some communities, the need for awareness and capacity building is critical to prevent the misuse and loss of biodiversity. Amerindians and other members of civil society are generally not adequately involved in natural resources and environmental management at the national level. Biodiversity. The creation of an adequate framework for the recognition and inclusion of these stakeholders will allow existing obstacles to be removed, thus promoting access to knowledge derived from traditional lifestyles that is of interest for the conservation and sustainable use of biodiversity.

### **Work to be done**

13. This will be focused on participatory identification and assessment of existing capacity needs and constraints of various institutions and stakeholders concerned with the incorporation of traditional knowledge into biodiversity management practices, including the following:
- Assess and identify institutional and human capacity needs to mainstream civil society involvement in biodiversity management through consultancies, meetings, workshops, public and national consultations, etc.;
  - Review of current and needed legislation aimed at promoting and protecting the rights of the depositaries of traditional knowledge favourable to the conservation of biodiversity;
  - Inventory of traditional knowledge on sustainable conservation and use of biodiversity among Amerindian populations and other stakeholders, through field interviews and a written study;
  - Study to identify the potential patentability of traditional knowledge and practices; and

- Elaborate a strategy and action plan for the incorporation of traditional knowledge into biodiversity management practices, including identification of priority areas for improvement in legislative and regulatory frameworks, institutional roles and coordination, human resources, and improved mechanisms for community participation in biodiversity management.

### **Product Expected**

14. The expected project outputs include the following:

- List of priority institutional and human resource needs to preserve and maintain biodiversity-related knowledge, innovations and practices;
- A report on the legislative framework for preserving the rights of traditional knowledge sources/holders regarding biodiversity uses;
- An assessment report on community and indigenous-based knowledge and practices that are favourable to the conservation and sustainable use of biodiversity;
- A report on the status of documentation and preservation of traditional biodiversity knowledge and practices;
- A report assessing the need and potential to promote patentability of traditional knowledge and practices;
- A strategy and action plan of sequential actions, which will include priorities for legal and regulatory frameworks, institutional roles and coordination, human resources development needs and training, and financial and coordinating mechanisms; and,
- Thematic report on traditional knowledge.

### **I.C. Initial Assessment and monitoring programs, including taxonomy**

#### **Reason for Priority**

15. High priority is placed on this issue because of the almost complete absence of monitoring activities in Guyana, although significant work on the identification of components of biological diversity has been carried out. Limited data is held by various institutions country-wide.

16. There is also a need for field specialists, general monitoring specialists and information management specialists for dealing with the data collected. Such specialists are in short supply in Guyana and there are no programmes in place for training them.

17. At the same time, Guyana is a country with a developing economy where a number of socio-economic processes pose a potential threat to the biodiversity of the country. In particular, the direct use of components of biodiversity (logging, collecting non-timber plants products, fishing and hunting, mining, illegal practices, etc.) has increased. Therefore, control over the status of biodiversity is one of the main pre-conditions to fulfilling the country's obligations under the Convention. However, the country has limited financial resources for the implementation of the requirements of a monitoring programme.



18. Presently, Guyana does not have an ongoing monitoring/inventory programme at the species, ecosystem or genetic level. Monitoring research at all three levels, species, ecosystem and genetic, are carried out to an extremely limited extent, outside the framework of any comprehensive programme and not at the state level. A lack of resources does not allow for repeated research into taxa and ecosystems that have already been investigated once.

19. A generally well-known set of threats exists, including logging and to a lesser degree, agriculture and construction, as well as, to an insignificant extent, industrial wastes. There is also an estimation of the consequences of forecasted changes in climate. At the same time, there is not enough data on the spatial distribution of these threats and quantitative parameters have not been evaluated, even for such easily determined threats as logging.

20. At the ecosystem level, the definition of components of biodiversity is also an ongoing process. In Guyana, a number of habitats were selected which were of particular value from the point of biodiversity conservation. Assessment and monitoring of these areas would be conducted in relation to a system of protected areas for the country.

### **Work to be done**

21. The following activities will be completed:

- Assessment and identification of institutional and human capacity needs to mainstream initial assessment and monitoring including taxonomy through consultancies, meetings, workshops, public and national consultations, etc.;
- Study to identify priorities for assessment and monitoring; and
- Elaboration of a national strategy and action plan for assessment and monitoring, including taxonomy.
- Once the project gets started there would be a review of some of the other needs assessment undertaken by other countries on taxonomy which would help to improve and focus the scope of the assessment that Guyana will undertake.

### **Product Expected**

22. The outputs to be produced are:

- List of priority institutional and human resource needs to conduct assessments and prepare monitoring programmes including taxonomy;
- A report on the status of documentation of Guyana's Biodiversity;
- A strategy and action plan of sequential actions, which will include priorities for legal and regulatory frameworks, institutional roles and coordination, human resources development needs and training, and financial and coordinating mechanisms; and,
- Thematic report on taxonomy

## **I.D. Design and Approaches relevant to the implementation of Incentive Measures**

### **Reason for Priority**

23. Incentive measures for biodiversity conservation in Guyana have potential value but they have not yet been developed and applied due to a lack of financial and technical resources. It is recognized that there is a need to remove policies that create perverse incentives that lead to the degradation and loss of biological diversity, or to mitigate these perverse incentives.

24. A perverse incentive emanates from policies or practices that encourage, either directly or indirectly, resource use leading to the degradation and loss of biological diversity. The removal of such policies or practices, or the mitigation of their perverse effects, is therefore an important element in promoting the conservation and sustainable use of biodiversity.

25. Three phases are suggested in the process of removing such policies or practices, or in mitigating their perverse effects, on biological diversity, all of which should be implemented with stakeholder participation:

- (d) the identification of policies or practices that generate perverse incentives and their impacts;
- (e) the design and implementation of appropriate reforms; and
- (f) the monitoring, enforcement and evaluation of these reforms.

26. There are no programmes in place to identify and ensure the adoption of economically and socially sound measures that act as incentives for the conservation and sustainable use of components of biological diversity. There has been no effort to review legislation and economic policies to identify and promote incentives for the conservation and sustainable use of biological diversity.

### **Work to be done**

27. The activities, which will be undertaken, include:

- Review of policies and practices. Critically review and evaluate policies and practices that potentially contribute to biodiversity loss, including the assessment of their impacts on biodiversity as well as their effectiveness and efficiency;
- Scope of perverse incentives. In some cases, policies and practices may generate perverse incentives only under specific local conditions and socio-economic circumstances, while they may prove to be neutral or even favourable for biological diversity under other conditions and circumstances. This study should therefore seek to identify, whenever feasible and appropriate, the scope and extent to which such policies and practices adversely affect biodiversity, as this information is important for prioritization and for choosing appropriate policy responses;
- Identification of all relevant costs and benefits and their distribution. This is key requirement for a well-informed policy choice. Hence, the assessment should not only include the direct tangible costs and benefits, but also the intangible costs and benefits for society as a whole. The use of appropriate valuation tools should be considered if feasible;

- Identification of obstacles for policy reform. Relevant obstacles for the removal of policies and practices generating perverse incentives, such as distributional issues, property rights, entrenched interests, cultural traditions, international considerations, should all be addressed as they are critical to the design of implementable policy response; and
- Prioritisation. The analysis should enable prioritization of subsequent reforms to remove or mitigate perverse incentives, that is, it should enable to spell out which reforms to take up first, and which ones to take up later. Such an activity should be based on a set of criteria, including the feasibility and ease of policy reform, the importance and extent of biodiversity degradation, and socio-economic concerns.

### **Product Expected**

28. The project outputs will be:
- A Report on the policies and practices that act as perverse incentives which lead to the loss of biodiversity. This report should also consider the scope and extent to which the policies and practices adversely affect biodiversity;
  - A list of priorities for action and recommendations for choosing appropriate policy responses;
  - A strategy and action plan of sequential actions, which will include priorities for legal and regulatory frameworks, institutional roles and coordination, human resources development needs and training, and financial and coordinating mechanisms; and
  - Thematic report on incentive measures.

## **II. Consultation for the Preparation of the Second and Third National Reports**

**Goal:** To fulfill Guyana's obligations under the CBD including the conservation and sustainable use of our biodiversity

29. Guyana is a signatory to the Convention on Biological Diversity. The CBD was ratified on the 29 August 1994. The First National Report to the Secretariat of the CBD was submitted on November 11, 1999. The objective of national reporting, as specified in Article 28 of the CBD Convention, is to provide information on measures taken for the implementation of the Convention and to inform on the progress of various activities. Accordingly, two reports will be prepared: (i) National Report and (ii) Thematic National Reports according to the guidelines set out by the Conference of Parties (COP). The specific format distributed by the Secretariat of the CBD will be followed.

### **Reason for Priority**

30. The Second National Report to the Secretariat of the CBD has been long delayed, and support through Additional funds to the Enabling Activity will allow Guyana to undertake a national consultative process with stakeholders to prepare the Second National and Thematic Reports for the Convention on Biological Diversity. The report will help Guyana to review the extent to which it is successfully implementing

- the provisions of the Convention and will also assist the Conference of the Parties to assess the overall status of implementation of the Convention.
31. Individuals from key agencies will be nominated to serve on relevant working groups. Consultations, spearheaded by these working groups, will be conducted with appropriate stakeholders at the various regional and national levels. Stakeholders would include the natural resources agencies such as the Guyana Forestry Commission, the Lands and Surveys Commission, the Guyana Energy Agency; government ministries such as the Ministries of Education, Agriculture, Amerindian Affairs, Local Government, Tourism; local and international NGOs such as CI, WWF, the Marine Turtle Conservation Society; local level groups such as environmental clubs; the University of Guyana and the private sector. These consultations would be countrywide and would pay particular attention to stakeholders who reside in the hinterland areas and to indigenous and other community groups and the education institutions.
  32. The additional funds will enable Guyana to prepare the Third National Report in line with the CBD decision VII/25 and ensure that the Report is submitted in a timely manner. The preparation of this Third Report will involve extensive consultation with national stakeholders including local and indigenous groups and will utilise information from previous studies and experiences.

### **Work to be done**

33. Activities to be completed are:
  - Consultation with various stakeholders on the required content of the reporting template for the thematic and national reports;
  - Preparation of the reports using the formats distributed by CBD Secretariat;
  - Circulation of a draft of the reports; and
  - Finalisation and submission to CBD Secretariat.

### **Product Expected**

34. The project outputs will be:
  - The Second National Report;
  - Thematic Reports; and
  - Third National Report.
35. The funding requested for the second National Report would be used only for the consultation process associated with preparation of the report. The Government of Guyana will use other sources of funds for the actual preparation.
36. Funding for the Third National Report would be used for the synthesis of biodiversity information, consultation and preparation of the draft report. The preparation of this report will involve national stakeholders such as the natural resources agencies, local NGOs and indigenous groups.

37. The activities which will be undertaken to complete the preparation of the report are:

- A synthesis of biodiversity information. It will draw upon the National Biodiversity Action Plan and the recently completed review of the plan, the draft national land use policy, the new draft Amerindian Act, reports submitted to the CBD and other relevant national documents which take into account recent development and up-to-date information on biodiversity.
- Consultations with the relevant stakeholders at the national and local levels. Stakeholders would include the natural resources agencies such as the Guyana Forestry Commission, the Lands and Surveys Commission, the Guyana Energy Agency; government ministries such as the Ministries of Agriculture, Amerindian Affairs, Local Government, Tourism; local and international NGOs such as CI, WWF, the Marine Turtle Conservation Society; local level groups such as environmental clubs; and the private sector. These consultations would be countrywide and would pay particular attention to stakeholders who reside in the hinterland areas and to indigenous and other community groups.

### **III. Country-Driven Clearing House Mechanism**

**Goal:** Develop capacity to manage and benefit from the CHM

38. In the first enabling activity Guyana did not make a request for funds for a Clearing House Mechanism. The output of this activity will enable the setting up of a national Clearing House Mechanism (CHM) that will allow access by both conventional and electronic means and which will be established using the CMH guidelines set out by the CBD. This effort will build on basic initiatives that have already been undertaken by the EPA.

#### **Reason for Priority**

39. Emerging information technologies can bring greater efficiency, ease of handling, and wider utilization of data related to biodiversity management, and meeting the information needs of decision-makers, researchers and general public. Guyana's NBAP identified the need to establish both a national database on biodiversity and a national clearing house mechanism for biodiversity to take advantage of these new technologies in order to support the country's planning activities for biodiversity and permit sound decision-making on the conservation and sustainable use of the country's biological resources.

40. Therefore, the EPA aims to improve access to information related to biodiversity conservation and management in Guyana for resource managers, policymakers, researchers, investors, teachers, students, and the general public. The EPA is the existing hub for access to such information, but has very limited financial and technical resources to disseminate or make information available.

41. The additional funding requested will assist the country-driven project to develop a biodiversity information management system that will provide data in a timely and accessible manner to facilitate national decision-making on biodiversity conservation through the Clearing House Mechanism (CHM). Computer hardware and software necessary to operate the CHM will

be procured, a database and website will be developed and maintained for the distribution and storage of relevant information, and mechanisms will be developed for the continuous sharing of information among relevant agencies.

42. This project will create links with existing networks that are national, regional and international. Among these networks are the Inter-American Biodiversity Information Network (IABIN), for which the EPA became the country focal point in 2002, and the Caribbean-wide Mainstreaming Adaptation to Climate Change (MACC) Project. The local CHM will be a major link in networks of this type to ensure that biodiversity information, and other environmental information related to biodiversity, is adequately shared.

### **Work to be done**

43. Activities to be undertaken are:

- Organization of meetings, workshops and consultations with stakeholders to design an effective CHM and develop protocols for information sharing and access, and support for policymakers, researchers, investors, teachers and students, and the general public;
- Development of a database and website with biodiversity information at the national, sub-regional and regional level. The NBAP and First National Report to the CBD; information on biodiversity-related knowledge of indigenous and local communities; national directories of scientific institutions and experts on specific thematic areas of the CBD; relevant legislation (laws, regulations and enforcement mechanisms) relating to the management and conservation of biological resources; scientific and technological information, including coordinating mechanisms and financial sources. The primary focus will be to make this information available over the Internet, but selected information will also be available through traditional means of communication;
- Training of personnel for regular maintenance and management of the database and website, and promote, through training, the participation of local communities in the collection, storage and dissemination of data on biodiversity in Guyana; and
- Linking of Guyana's national CHM to existing regional and relevant international CHMs on biodiversity, such as the CHM of the Secretariat of CBD, BIOPLAN, IABIN and Smithsonian Institution in order to promote and facilitate scientific and technical cooperation through the exchange of information on biodiversity and maximize the benefits of existing experience and expertise

### **C) Project Implementation / Institutional Framework**

44. The national lead agency responsible for oversight and implementation of this Add-on and the preparation of the Third National Report will be the Natural Resources Management Division of the Guyana Environmental Protection Agency. The EPA has coordinating responsibility for all developmental projects in Guyana, and is the lead agency in Guyana for biodiversity conservation (it is the CBD focal point agency) as well as environmental awareness and information sharing. EPA will provide secretarial support, technical back-up, and overall guidance and supervision for the Add-on Project and the Third National Report, including ensuring that activities will be completed according to the proposed work plan, and that biannual overview reports will be submitted to UNDP-GEF. The National Biodiversity Advisory

Committee (NBAC) and its various working groups will oversee the add-on project and the Third National Report preparation.

45. Other Ministries and Departments will provide assistance to the EPA in undertaking project activities. Key individuals from these other agencies will be nominated to serve on relevant working groups, which will assess existing capacity needs and prepare a preliminary proposal for capacity building, conduct data-gathering for the second national report and prepare the draft report, and implement CHM activities. Personnel will also be allocated to provide secretarial, technical and administrative support to the National Biodiversity Advisory Committee and its working groups. Their responsibilities will include overseeing the preparation and circulation of documents, budget management and the organization and coordination of workshops.

46. A full-time project co-coordinator will be recruited to direct day-to-day activities and will, in close consultation with UNDP Guyana Country Office, coordinate, manage and supervise the project implementation as well as the preparation of the Third National Report, including the work of national experts hired to implement specific components of the project and preparation of the Third National Report. It is envisaged that a short term-national consultant will spearhead the preparation of the third National Report and if necessary be supported by a regional expert. In addition a short-term national consultant will be contracted to implement the CHM with external regional expertise if required. The project coordinator will ensure that the strategy and action plans for access to genetic resources and benefit sharing, and for preservation and maintenance of biodiversity related knowledge, innovations and practices, initial assessment and monitoring programs, including taxonomy, and design and approaches relevant to the implementation of incentive measures, are submitted to the Government for endorsement. The project coordinator also will ensure incorporation of add-on results/outcomes into Guyana's Second National Report on biodiversity, and submission of the Second and Third reports through the Government to the COP/CBD.

47. Public involvement is considered essential to the goals of this enabling activity and the preparation of the second and third report. The project coordinator and national experts will be responsible for organization of a consultative process, so that the strategy and action plans and the draft of the second and third national reports will be discussed with relevant stakeholders through consultation and national workshops, including final national workshops to review and endorse the final drafts. Apart from the opportunity for public review and revision of documents, the project will also emphasize public awareness. Public involvement in the project will ensure buy-in and consequently a more successful outcome to the project.

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

**[The proposal should also describe the current state of implementation of the original enabling activity:]**

## **B) Enabling Activity Status**

1. Guyana completed two activities under its Biodiversity Enabling Activity project in November, 1999. The Government of Guyana (GoG) formally adopted the National Biodiversity Action Plan (NBAP) on November 30, 1999, thereby fulfilling its responsibilities under Article 6 of the Convention on Biological Diversity (CBD), and prepared and submitted its First National Report to the CBD on November 11, 1999, fulfilling its additional responsibilities under Article 26 of the CBD. Guyana has not yet submitted an add-on request for Assessment of Capacity Building Needs, Preparation of Second National Report (CBD) and the Clearing House Mechanism. All of the work programmed for the first Enabling Activity was completed utilizing about 75% of the funds which were allocated. This project was operationally and financially closed in 2001 and the unused funds of \$20,709 were refunded to the GEF Trustee.

2. Since finalizing these two documents, the GoG has made significant progress in implementing many of the actions outlined in the NBAP. Among the activities undertaken during the past four years were: the identification, through a consultative process, of several potential protected areas and the establishment of a Protected Areas Secretariat to implement a protected areas system; strengthening of fund-raising efforts and legal frameworks; increased public awareness on biodiversity issues through public awareness activities and educational programs; creation of the National Biodiversity Advisory Committee (NBAC), which comprises representatives from a wide cross-section of relevant agencies and which advises the Environmental Protection Agency (EPA) on all matters relating to biodiversity; and, the creation of a new Division for natural resources management at EPA. The GoG has also established collaborative agreements with several institutions such as the Smithsonian Institution, Conservation International, World Wildlife Fund, and Fauna and Flora International, for research, capacity building, and work to support the establishment of a system of Protected Areas.

3. The NBAP is intended to provide an adaptive framework for the implementation of activities to conserve biodiversity and create a sustainable society in Guyana. As such, the proposed add-on activities will build on and supplement the objectives outlined in the NBAP through a continuous process of consultation and review with key stakeholders throughout the country.



**Table 1: Timetable of Activity**

Activity/ Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Appointment of National Project Coordinator	X																	
Finalization of TORs for Consultants	X																	
First Meeting of National Steering Committee to finalize work plan	X																	
Establishment of Working Groups		X	X															
Informal Consultations of Working Groups with National and Local Stakeholders			X	X	X	X	X	X	X	X	X	X	X					
<b>I. Assessment of Capacity Building Needs for 4 Identified Priorities</b>																		
Reviews, Surveys and Consultations by working groups with appropriate stakeholders:																		
• Stocktaking of existing capacity and mechanisms			X	X	X													
• Assessment of gaps, inconsistencies and potential for overlap/duplication			X	X														
• Identification of alternative solutions				X	X													
• Preparation of a detailed outline of national needs					X	X	X											
• Reaching consensus on preferred capacity building mechanisms							X	X	X									
• Presentation of detailed and specific recommendations to the NBAC										X	X							
First Draft of four (4) Assessment Reports on Capacity building Needs prepared by Working Groups								X										
National Consultation to review 4 Assessment Reports								X	X									
Second Draft of four (4) Assessment Reports										X								
National Consultation to review Second Draft of 4 Assessment Reports										X								
Finalisation of four (4) Assessment Reports and Production of an Overview Report summarizing Capacity building Needs/Priorities in Biodiversity in Guyana											X							
Submission of Reports, Group Reports and Products to the Cabinet for endorsement as well a National Implementing Agency and other Ministries for action												X						
Submission of the Country Reports on Capacity Building Needs for Biodiversity Management in Guyana to the COP/CBD													X					

Activity/ Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>II. a. Consultations for the Second National Report- to the COP</b>																		
<u>Consultations by working groups with appropriate stakeholders at the various regional and national levels:</u>																		
• <u>Information and awareness of the required content of the thematic and national reports</u>	X																	
• <u>Reaching consensus on the content of the draft reports</u>		X	X															
• <u>Presentation of report to the NBAC</u>				X														
• <u>Submission of the finalized report to Cabinet for approval</u>				X														
• <u>Submission of the approved report to the CBD</u>					X													
<b>II. b. Preparation of the Third national Report</b>																		
• <u>Collection, collation and synthesis of biodiversity information</u>							X											
• <u>Stakeholder consultations</u>								X										
• <u>Preparation of draft report</u>									X									
• <u>Submission of finalized report to Cabinet for approval</u>										X								
• <u>Submission of approved report to CBD</u>											X	X						
<b>III. Country-Driven CHM Project</b>																		
Workshops and Consultations with Stakeholders to Design an Effective CHM and Develop Protocols for Information-Sharing & Access and Support										X	X	X	X	X				
Website and Database Development with Biodiversity Information at the National, Sub-Regional and Regional Level										X	X	X	X	X				
Establishment of Linkage between National CHM and CBD & Other Biodiversity Networks														X	X	X	X	

Table 2: Cost Estimates for Additional Enabling Biodiversity Activities (US\$)

ACTIVITY	PRODUCT	PROCESS	TOTAL
<b>APPROVED EARLIER</b>			
Initial Enabling Activity, less costs of CHM activities			82,600
CHM support (provided through add-on module or project itself)			0
Total approved			82,600
<b>ADDITIONAL REQUEST</b>			
<b><u>I. Assessing capacity building needs and defining country specific priorities</u></b>			
<ul style="list-style-type: none"> <li><u>Access to genetic resources and benefit sharing and in particular the assessment of existing policy measures and capacity, formulation of benefit sharing mechanisms.</u></li> </ul>	7,500	36,000	43,500
<ul style="list-style-type: none"> <li><u>Preservation and maintenance of biodiversity related knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles</u></li> </ul>			
<ul style="list-style-type: none"> <li><u>Initial Assessment and monitoring programs, including taxonomy</u></li> </ul>	7,500	42,000	49,500
<ul style="list-style-type: none"> <li><u>Design and Approaches relevant to the implementation of Incentive Measures</u></li> </ul>			
	7,500	36,000	43,500
	7,500	46,000	53,500
<b>Sub Total for Needs Assessment</b>	<b>30,000</b>	<b>160,000</b>	<b>190,000</b>

<p><b><u>II. a. Consultation for the Preparation of the Second National Report</u></b>  The funds are available for the process only, not the report elaboration.</p>	5,000	20,000	25,000
<p><b><u>II. b. Preparation of Third National Report</u></b></p> <ul style="list-style-type: none"> <li>• <u>Short term consultant</u></li> <li>• <u>Consultations</u></li> <li>• <u>Preparation and dissemination of reports</u></li> </ul>	5,000		
<p><b><u>III. Clearing House Mechanism</u></b>  IIIa. Country-driven CHM activities</p> <ul style="list-style-type: none"> <li>• <u>Development of database, website, protocols for accessing and sharing information</u></li> <li>• <u>Training on updating and maintaining database</u></li> <li>• <u>Training and raising awareness on gathering, processing and dissemination of data.</u></li> </ul> <p>IIIb. CHM set-up Costs</p> <ul style="list-style-type: none"> <li>• <u>PC Hardware</u></li> <li>• <u>Software (browser and others as required)</u></li> <li>• <u>ISP services</u></li> <li>• <u>Setting-up costs</u></li> <li>• <u>Internet and email training</u></li> </ul>	3,000	12,000	20,000
	4,000 2,000 4,000 1,000 3,000 14,000	10,000 3,000 10,000 23,000	37,000

**Annex B**

<b>Sub-total IIa., IIb., IIIa., IIIb.</b>	<b>27,000</b>	<b>55,000</b>	<b>82,000</b>
<b>New Add-On Total</b>	<b>57,000</b>	<b>215,000</b>	<b>272,000</b>
<b><u>Country Contribution (In Kind)</u></b>			
<u>Steering Committee</u>			5,000
<u>Working Group</u>			12,000
<u>Technical Support</u>			15,000
<u>Premises and Equipment</u>			10,000
<u>Secretarial Support</u>			3,000
<u>Administrative Support</u>			8,000
<b><u>Sub Total</u></b>			<b>53,000</b>
<b>GRAND TOTAL</b>			<b>325,000</b>

TABLE B3: CHM COMPONENT OF ENABLING ACTIVITY PROPOSAL

	Estimated Cost Norm. (US \$)	Actual Proposed (US \$)
<b>Groups I and II <sup>3</sup></b>		
<i>Option A (direct assistance):</i>		
Hardware (PC of appropriate configuration)	0 - 4000	4,000
Software (Internet browsers and required software)	0 - 1000	2,000
Modem	0 - 500	
Recurrent Access Costs to Internet Service Provider including storing of national CHM web site on server (recurrent costs to end of CHM Pilot Phase 1998)	0 - 3800	4,000
Technician Set-Up Fees	500 - 700	1,000
Internet and Email training	1000 - 4000	3,000
<b>Total</b>	<b>1,500 - 14,000</b>	14,000
<b>OR</b>		
<i>Option B: Service Agreement * (with University or Agency Resident Mission)</i>		
Email and Internet Training	0 - 5000	
Recurrent access costs to Internet Service Provider including storing of national CHM web site on server (recurrent costs to end of CHM Pilot Phase 1998)	0 - 3800	
<b>Total</b>	<b>0 - 8,800</b>	
<b>Group III <sup>4</sup></b>		
PC (with CD ROM)	0 - 4000	
Software	0 - 1000	
Training	0 - 2000	
<b>Total</b>	<b>0 - 7,000</b>	

\* Several World Bank and UNDP Country Offices in developing countries have established "technical libraries" which also have dedicated access to the internet. In several countries it may be more practical to negotiate with World Bank and UNDP missions to allow designated CHM focal points periodic access to their technical facilities to download information from the CHM internet site and/or to use the email facilities for information exchange.

<sup>3</sup> Countries with required telecommunications infrastructure and potential for internet connectivity.

<sup>4</sup> Countries with inadequate telecommunications infrastructure for internet connectivity.

**ANNEX I: TERMS OF REFERENCE FOR PROJECT COORDINATOR**

The Project Coordinator (PC) will report directly to the Executing Agency (EA) and in close coordination with UNDP will be responsible for ensuring that the project is implemented according to the agreed work plans, timeframe, and budget to achieve the objectives outlined in the project document.

**Specific Duties**

- 10) Coordinate, manage and monitor the implementation of the project;
- 11) Prepare detailed work plans and budget to ensure activities meet the objectives of the project, in consultation with the EA;
- 12) Manage all activities of the project, within the agreed budget, to achieve the expected outputs of the project, in consultation with the EA;
- 13) Prepare Terms of Reference for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the EA;
- 14) Manage consultants and their performance in consultation with the EA, and supervise project administrative staff;
- 15) Coordinate consultations with stakeholders under the guidance of the EA
- 16) Organise consultation meetings
- 17) Coordinate and oversee the preparation of the outputs of the project; and
- 18) Submit quarterly progress and financial reports, terminal reports and briefing reports as needed and as specified in the contractual arrangements;

**QUALIFICATION AND EXPERIENCE**

The PC should have a Bachelor's degree in management, administration, environmental management or related field with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years management experience. Knowledge and understanding of the relevant UN Convention, environmental issues in Guyana, good leadership, coordination, communication, and facilitation skills are essential.

**ANNEX II –TORS FOR SHORT TERM CONSULTANT (PREPARATION OF THIRD NATIONAL REPORT)**

Under the guidance of the Executing Agency and in close consultation with the project coordinator the consultant will be responsible for preparing and finalizing the third national report.

**Specific Responsibilities:**

- Collection, collation of all relevant biodiversity information.
- Analysis and synthesis of the biodiversity information.
- Preparation of draft report.
- Conduct of stakeholder consultations nationally and regionally.
- Compilation of outputs from consultations and preparation of consultation reports.
- Finalization of the report

**QUALIFICATION AND EXPERIENCE**

The candidate should have postgraduate qualification in environment, natural resources or related field with solid experience in preparation of country/assessment reports. Knowledge and understanding of the relevant UN Convention, environmental issues in Guyana, good leadership, coordination, communication, and facilitation skills are essential.

**ANNEX III TORS FOR SHORT TERM CONSULTANT (CHM)**

Under the guidance of the Executing Agency and in close consultation with the project coordinator the consultant will be responsible for setting up the Clearing House Mechanism.

**Specific Responsibilities:**

- Organization of e meetings, workshops and consultations with stakeholders to design an effective CHM and develop protocols for information sharing and access.
- Development of a database and website with biodiversity information at the national, sub-regional and regional level.
- Training of personnel for regular maintenance and management of the database and website.
- Training of local communities in the collection, storage and dissemination of data on biodiversity in Guyana.
- Linking of Guyana’s national CHM to existing regional and relevant international CHMs.

**QUALIFICATION AND EXPERIENCE**

The candidate should have very strong IT skills, experienced in designing and management of databases, websites. Understanding of biodiversity issues is essential.





**Environmental  
Protection  
Agency**

**February 21, 2006**

Mr. Youssef Mahmoud  
Resident Representative  
United Nations Development Programme  
42 Brickdam & United Nations Place  
Stabroek, Georgetown  
GUYANA

Dear Mr. Mahmoud,

**Proposal for Additional Funding for Biodiversity Enabling Activities**

I refer to my letter to the UNDP dated August 2, 2005, as regards the above proposal to assist Guyana in conducting an Assessment of Capacity Building Needs, preparation of its Second and Third National Reports to the Convention on Biological Diversity (CBD) and support for our National Clearing House Mechanism (CHM). I also wish to confirm that the Environmental Protection Agency is the National CHM Focal Point for Guyana.

As GEF-Operational Focal Point, I wish to again endorse this request for additional support.

Sincere Regards,

**Doorga Persaud**  
**Executive Director and GEF-Operational Focal Point**

UNDP GUYANA	
File Ref	25/57
Date	12 FEB 2006
PROJECT	
NO/0011	
Component	
Programme	PB
Region	
U.S.	
Implementation	

IAST Building, U.G. Campus, Turkeyen  
Greater Georgetown, GUYANA  
Tel.: (592)-222-6705 / 5784 / 2277 / 5785 / 2442 / 4224  
Fax: (592)-222-2442  
Email: [epa@epaguyana.org](mailto:epa@epaguyana.org)  
Website: <http://www.epaguyana.org>



**Environmental  
Protection  
Agency**

UNDP GUYANA	
File Ref:	ENV -
Date:	13 AUG 2005
SECTION	
RR/DRR	✓
Coordination	
Programme	PR
Finance	
UNV	
Procurement/RR	
Other	

August 2, 2005

Mr. Youssef Mahmoud  
Resident Representative  
United Nations Development Programme  
42 Brickdam & United Nations Place  
Stabroek, Georgetown  
GUYANA.

Dear Mr. Mahmoud,

**Proposal for Additional Funding for Biodiversity Enabling Activities**

I refer to my letter to the UNDP dated June 29, 2004 as regards the above proposal to assist Guyana in conducting an Assessment of Capacity Building Needs, preparation of its second National Report to the Convention on Biological Diversity (CBD) and support for our National Clearing House Mechanism. Since then, the Third National Report to the CBD has become due and the proposal was therefore amended to request support for the preparation of this Report.

As GEF-Operational Focal Point, I fully endorse this request for additional support.

Sincere Regards,

**Doorga Persaud**  
Executive Director and GEF-Operational Focal Point

IAST Building, U.G. Campus, Turkeyen  
Greater Georgetown, GUYANA  
Tel: (592)-222-8705 / 5784 / 2277 / 5785 / 2442 / 4224  
Fax: (592)-222-2442  
Email: [epa@epaguyana.org](mailto:epa@epaguyana.org)  
Website: <http://www.epaguyana.org>