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## ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	1 January 2012 to 31 December 2012		
Project number and title:	00083035/JAM/PHA/64/INV/29 – Conversion of foam manufacturing enterprise		
Project Duration:	April 2012 to December 2014		
Donors:	Multilateral Fund for the Implementation of the Montreal Protocol		
Implementing Partner:	United Nations Development Programme		
Responsible Parties:	National Environment and Planning Agency (NEPA)		
Overall Project Coordinator:	NEPA		
Initial Approved Budget:	US\$95,450.00	Revised Approved Budget:	US\$95,450.00
Total annual advance:	US\$27,364.86	Total annual expenditure:	US\$0
Annual Delivery:	0 %		

## I. EXECUTIVE SUMMARY

This is the first year of implementation of the project and activities undertaken included the project launch. Key stakeholders were represented and included the United Nations Development Programme (local and regional offices), National Environment and Planning Agency, Jamaica Customs, importers of Hydro-chlorofluorocarbons, Jamaica Air-conditioning, Refrigeration and Ventilation Association and other stakeholders in the refrigeration and air-conditioning sectors.

The Memorandum of Understanding between NEPA and Seal Sprayed Solutions was signed by both Parties. Seal Sprayed solutions submitted invoices to NEPA to support re-imbusement of funds used to purchase test materials for use in field trials as well as purchase parts to retrofit and modify spray foam dispensers. Mr. Roy Chowdry was selected as the International Consultant by UNDP based on NEPA's request for this to be carried out.

Invoices were submitted by Seal Sprayed Solutions to NEPA to support their request for re-imbusement of funds used to procure materials used for field trials and equipment to retrofit the spray foam machines. Processing of invoices for payment commenced.

Timely receipt of goods from suppliers of the equipment for Seal Sprayed was necessary to ensure timely submission of request for re-imbusement. This would have ensured that Seal Sprayed would be re-imbursed by NEPA by the end of the year.

## III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p><b>OUTPUT 1</b></p> <p><u>JAM/PHA/64/INV/28 - 000667121</u></p> <p><b>Indicator:</b></p> <p>Conversion of foam manufacturing enterprise</p> <p><b>Target for the year:</b> Completed phase-out of ODS consumption in Foam Sector through industrial conversion of one company with adoption of low GWP / non-ODS alternative</p> <p><b>Indicator for the year:</b> Maximum allowable consumption 00 (ODP tonnes) in Foam Sector</p>	<p><b>Activity 1 - Training and technical support</b></p> <p>✓ To carry out UNDP's procurement procedure to contract the International Consultant</p>	0	0	<p>✓ Roy Chowdry was selected as the International Consultant.</p> <p>✓ UNDP commenced the process of contracting Mr. Chowdry to undertake the scope of work of the International Consultant for Mexico and Trinidad and Tobago. Jamaica was included following the request from NEPA for UNDP to contract the International Consultant.</p>	<p>✓ The achieved results contributed towards ensuring the output would be sustained</p>

#### IV. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
The main partnership during project implementation was with UNDP.	<ul style="list-style-type: none"> <li>✓ The agency provided guidance on reporting requirements and general input and assistance on implementation of project activities. Assistance from UNDP included agreeing to contract the International Consultant for the project.</li> <li>✓ There were no problems encountered with partners that negatively impacted project implementation</li> </ul>
Other Inter-agency partnerships were also formed with other members of the Project Steering Committee other than UNDP. These agencies were the Ministry of Water, Land, Environment and Climate Change/Environment Management Division (MWLECC/EMD), Planning Institute of Jamaica (PIOJ) and Ministry of Finance.	<ul style="list-style-type: none"> <li>✓ These agencies reviewed and provided useful comments on material produced (for example the communication plan) during project implementation.</li> <li>✓ There were no problems encountered with these partners that negatively impacted project implementation</li> </ul>
<b>SUSTAINABILITY</b>	
<p>Seal Sprayed Solutions was involved in the planning and implementation of the project. The project document was reviewed by the company and this was indicative of their involvement in the planning of the project. As the sole project beneficiary Seal Sprayed Solutions was key to successful project implementation. The company committed to phase out the use of HCFC-141b in its manufacturing process through signing of a Memorandum of Understanding with NEPA. This ensured sustainability of the project output.</p> <p>Monitoring and evaluation of the project was done through quarterly reporting that was required by UNDP.</p>	

## Annex V Lessons Learned

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Project Management/ Human Factor	November 2012		<ul style="list-style-type: none"> <li>✓ Delays in submission of invoices by Seal Sprayed to support re-imbursalment of funds expended negatively impacted payment of these funds by NEPA.</li> <li>✓ It was anticipated that re-imbursalment of funds would have commenced during the year under review.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Constant follow-up by NEPA with Seal Sprayed to ensure timely submission of invoices to support re-imbursalment was required</li> </ul>	NEPA
2.	Project Management/ Human Factor	September 2012	<ul style="list-style-type: none"> <li>✓ The Project Steering Committee (PSC) being comprised of key project stakeholders only (UNDP, PIOJ, MWLECC/EMD. Ministry of Finance and NEPA) worked well in ensuring the project output would be met.</li> <li>✓ The small PSC facilitated meaningful discussion on project implementation and lessened input based on personal preferences.</li> </ul>			NEPA



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## ANNUAL PROGRESS REPORT

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<b>Country:</b>	JAMAICA		
<b>Reporting period:</b>	1 January 2012 to 31 December 2012		
<b>Project number and title:</b>	00083036/JAM/PHA/64/INV/29 - HCFC phase out strategy		
<b>Project Duration:</b>	April 2012 to December 2014		
<b>Donors:</b>	Multilateral Fund for the Implementation of the Montreal Protocol		
<b>Implementing Partner:</b>	United Nations Development Programme		
<b>Responsible Parties:</b>	National Environment and Planning Agency (NEPA)		
<b>Overall Project Coordinator:</b>	NEPA		
<b>Initial Approved Budget:</b>	US\$141,800	<b>Revised Approved Budget:</b>	US\$141,800
<b>Total annual advance:</b>	US\$35,315.32	<b>Total annual expenditure:</b>	US\$2,397.91
<b>Annual Delivery:</b>	1.69%		

## I. EXECUTIVE SUMMARY

This is the first year of implementation of the project and activities undertaken included the project launch. Key stakeholders were represented and included the United Nations Development Programme (local and regional offices), National Environment and Planning Agency, Jamaica Customs, importers of Hydro-chlorofluorocarbons, Jamaica Air-conditioning, Refrigeration and Ventilation Association and other stakeholders in the refrigeration and air-conditioning sectors.

Earle Wilson was selected as the National Consultant using the Government of Jamaica's Limited Tender procurement procedure. Initially NEPA sent request for proposal (RFP) to three persons and received one proposal. None of the evaluators scored the proposal above the minimum score. The person was advised accordingly. A second RFP was sent to four persons including two who did not respond initially. Two proposals were received to carry out the scope of work. There were five evaluators of the proposals, three from NEPA including the Project Manager and two external persons.

The Procurement Committee approved the Evaluator's selection of Inter-Loc Business Supply to supply four refrigerant identifiers for use during the five day Train the Trainers workshop. NEPA submitted request for quotes to companies to supply the refrigerant identifiers and received four quotes. Two external Evaluators were used to evaluate the quotes. One was a former Consultant under the Chloro-fluorocarbons (CFC) phase out programme and the other is the National Consultant for the United Nations Environment Programme. The funds to purchase the refrigerant identifiers were committed through a Purchase Order.

The use of internal (within NEPA) and external evaluators to evaluate quotes and the proposals from prospective Local Consultants was useful. It allowed a more rigorous review/evaluation thereby lessening the chance for errors in making selections.

A longer lead time was needed for the timely completion of the process to contract the National Consultant and procure the refrigerant identifiers. The delay in starting the process impacted the implementation of activities.

At the request of NEPA, UNDP agreed to contract the International Consultant. This request was made to ensure the Consultant would be contracted in a timely manner. The Procurement Notice was placed on UNDP's website and several applications were received.

As part of the public awareness strategy regarding phase out of Hydro-chlorofluorocarbons (HCFCs), a 30 seconds radio commercial was produced with text on the 1 January 2013 start date for reduction in importation of HCFCs. The commercials were aired on four radio stations namely RJR Fm, FAME Fm, Nationwide Radio and Power 106 Fm. Funds to support airing of the commercials were committed through signed Advertising Agreements with the radio stations.

## III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
<p>Output 2</p> <p><b>Baseline</b></p> <p><u>Targets:</u></p> <p>ODS consumption freeze by 2013 at maximum allowable consumption of 268.24 Mt (16.3 ODP t)</p> <p><u>Indicators:</u></p> <p>Maximum allowable consumption 268.24 Mt</p>	<p><b>Activity 1 - Training and technical support</b></p> <p>✓ To carry out UNDP's Procurement Procedure to contract the International Consultant</p> <p>✓ To carry out Government of Jamaica's procurement procedure to contract Local Consultant</p> <p>✓ To pay Consultant fee for submission of Workplan (first deliverable)</p>	<p>0</p> <p>675.68</p>	<p>0</p> <p>0</p>	<p>✓ UNDP placed a procurement notice on its website regarding the International Consultant in Refrigeration and Air-conditioning</p> <p>✓ Several applications to carry out the scope of work were received.</p> <p>✓ Request for Proposals (RFP) to undertake the scope of work of the National Consultant were sent by NEPA to a total of seven persons as part of the Limited Tender procurement process.</p> <p>✓ The RFP was sent to three persons initially and one proposal was submitted. It was evaluated but did not receive the minimum score.</p> <p>✓ It was then sent to four persons and two proposals were submitted to NEPA by two prospective Consultants. Three internal evaluators and two external evaluators evaluated the proposals.</p> <p>✓ The proposal submitted by Dr. Earle Wilson obtained the highest score from the Evaluators and he was therefore selected as the National Consultant</p> <p>✓ The procurement committee approved the selection of Dr. Wilson.</p>	<p>✓ Contracting of the International Consultant will contribute to sustaining the project output</p> <p>✓ The achieved results contributed towards ensuring the output would be sustained</p> <p>✓ The inability to select a Consultant through the first RFP that was sent out constrained the achievement of contracting the consultant by the end of the year.</p> <p>✓ The use of five Evaluators with varying professional backgrounds to evaluate the proposals facilitated selection of the most suitable proposal.</p>



Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
				Consultant. ✓ The evaluators selected Inter-Loc Business Supply as the preferred supplier of the refrigerant identifiers ✓ A purchase order was submitted by NEPA to the company.	
	<b>Activity 3 – Project Administration</b>				
	✓ To host the project inception workshop	2,038.29	2,003.77	✓ The Launch of the Project was held at the Knutsford Court Hotel. ✓ Over 30 persons attended and included representatives from NEPA, UNDP (local and regional office) Training Institutions such as the Caribbean Maritime Institute, Foam and Refrigeration and Air-conditioning Sectors, Ministry of Science, Technology, Energy and Mining, Ministry of Health, Ministry of Industry, Investment and Commerce and Jamaica Customs ✓ Attendees were provided with information on activities to be carried out under the Project through presentations by Anderson Alves, Regional Officer UNDP; Margaret Jones Williams, UNDP, Peter Knight, CEO- NEPA and Vaughn Morris, Director – Seal Sprayed Solutions (project beneficiary). ✓ The guest speaker was Loreto Duffy Mayers, Project Manager – Caribbean Hotel Energy Efficiency Action Project. She shared project activities and findings with attendees.	✓ Launch of the project was key to achieving the project out put.
<b>TOTAL</b>		35,315.32	2,397.91		

#### IV. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
Partnerships continued with several agencies. These included the UNDP, the Jamaica Air-conditioning, Refrigeration and Ventilation Association, Jamaica Customs and the Ministry of Health.	<ul style="list-style-type: none"> <li>✓ The main partnership during the year was with UNDP. The agency provided guidance on reporting requirements and general input and assistance on implementation of project activities. Assistance from UNDP included agreeing to contract the International Consultant for the project.</li> <li>✓ There were no problems encountered with partners that negatively impacted project implementation</li> </ul>
Other Inter-agency partnerships were also formed with members of the Project Steering Committee other than UNDP. These agencies were the Ministry of Water, Land, Environment and Climate Change/Environment Management Division (MWLECC/EMD), Planning Institute of Jamaica (PIOJ) and Ministry of Finance.	<ul style="list-style-type: none"> <li>✓ These agencies reviewed and provided useful comments on material produced (for example the communication plan) during project implementation.</li> <li>✓ There were no problems encountered with these partners that negatively impacted project implementation</li> </ul>
<b>SUSTAINABILITY</b>	
<p>Extensive stakeholder consultations were held to inform planning and implementation of the project. These consultations were undertaken during the preparation of the HCFC phase out management plan. Stakeholders were informed of the activities to be implemented under the project and provided input accordingly.</p> <p>Continuous liaison with local partnerships during the year under review contributed to ensuring sustainability of the project.</p> <p>Monitoring and evaluation of the project was done through quarterly reporting that was required by UNDP.</p>	

## Annex V Lessons Learned

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Project Management/ Human Factor	September 2012	<ul style="list-style-type: none"> <li>✓ The Project Steering Committee (PSC) being comprised of key project stakeholders only (UNDP, PIOJ, MWLECC/EMD. Ministry of Finance and NEPA) worked well in ensuring the project output would be met.</li> <li>✓ The small PSC facilitated meaningful discussion on project implementation and lessened input based on personal preferences.</li> </ul>			NEPA
2.	Project Management/ Human Factor	November 2012		<ul style="list-style-type: none"> <li>✓ Delays in obtaining suitable responses to the request for proposal impacted contracting the National Consultant.</li> <li>✓ It was anticipated that the National Consultant would be contracted by the end of the year.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The process to procure goods and services is to be started as early as possible before the date required.</li> </ul>	NEPA
3.	Project Management/ Human Factor	November 2012		<ul style="list-style-type: none"> <li>✓ Delays in getting quotes from companies to supply four refrigerant identifiers impacted the procurement of the equipment</li> <li>✓ It was anticipated that the equipment would be obtained by the end of the year.</li> </ul>		