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## QUARTERLY PROGRESS REPORT

Country	JAMAICA		
Reporting period	July - <del>2014</del> September 2014		
Project number and title	#76339 - National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Jamaica		
Project Duration			
Implementing Partner	UNDP		
Responsible Parties	National Environment and Planning Agency (NEPA), UNDP		
Overall Project Coordinator	Dione Chambers		
Initial Approved Budget	US\$220,000	Revised Approved Budget	
Balance Brought Forward from Previous Quarter			
Current Quarter Advance	US\$0	Current Quarter Expenditure	US\$0
Annual Expenditure to Date	US\$0	Current Year Delivery to Date	Annual exp/approved budget x 100%

Description of In Kind Contribution (attach any supporting documents)	Total Estimated Monetary Value
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### I. SUMMARY OF PROGRESS TOWARDS OUTPUTS (DESCRIBE PROGRESS TOWARDS EACH OUTPUT, CHALLENGES AND OTHER MAJOR DEVELOPMENTS DURING THE QUARTER)

The Project Agreement was signed by all parties (PIOJ, NEPA and the UNDP) in March 2014. As previously reported Project implementation was delayed due to the restriction of fiscal space for commencement of activities. The Technical Project Manager assumed duties on September 1, 2014. The Annual Operation Plan (AOP) has been revised. Project Steering Committee Meeting was held on September 23<sup>rd</sup> and the revised AOP was approved. FACE Forms/Annexes prepared and submitted September 29<sup>th</sup>. Preparation commenced towards the holding of the Project Inception Workshop. No Funds have been disbursed for the Project.



**II. PROJECT EXPENDITURE FOR REPORTING PERIOD (MONTH- MONTH, YEAR)**

Output # / Activity Result #	Balance B/F from previous Qtr	Requested JMD\$	Received JMD\$	*Date Received	Payments by UNDP (including External Atlas)	Payments by IP	Balance JMD\$ (A+C)-E
	A	B	C		D	E	
<p><b>Note:</b></p> <p>Technical Project Manager started duties September 1, 2014. Activities undertaken were primarily the revision of the AOP. No Funds have been disbursed for the Project; hence there was no spending of the period.</p>	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
	0	0	0	n/a	0	0	0
<b>Total</b>	0	0	0	-	0	0	0
<b>Cash in hand @ end of reporting period</b>	0	0	0	-	0	0	0
<b>Commitments @ end of reporting period</b>							



III. INDICATOR TRACKING TABLE

(The Indicator tracking sheet given below is a useful Performance Monitoring tool which can serve as a valuable source of readily available information on project progress show the progress towards achieving their corresponding annual targets. Summarize all the Outputs with their respective indicators, baseline and annual targets into 1

OUTPUT#	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
1.1 - Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner	Hosting of the Project Inception Workshop	Not done/No report	Not done/No report	Not done/No report	Stakeholders invitations prepared and Procurement of Venue has commenced		8
2.1 A National Biodiversity Strategy and Action Plan (NBSAP) for Jamaica, anchored into national sectoral and development frameworks, is revised / updated	Procurement of the Biodiversity Specialist	Not done/No report	Not done/No report	Not done/No report	This process is partially completed.		
3.3 Fifth National Report prepared and submitted to the CBD	Activities for this output has not started	Not done/No report	Not done/No report	Not done/No report	Not done/No report		



OUTPUT#	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
4.0 - Project Activities	Technical Managerial Input	Not done/No report	Not done/No report	Not done/No report	This process (via literature review) has commenced		





IV. **PLANNED OUTPUTS, ACTIVITY RESULTS AND ACHIEVED RESULTS FOR THE QUARTER (BASED ON AWP) [COMPLETION STATUS CODED AS: FULLY=ACTIVITY RESULT ACCOMPLISHED; INCOMPLETE/NOT FINISHED; NOT STARTED=NO ACTIVITY HAS STARTED DURING THIS QUARTER]**

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress
		Fully	Partially/Not Finished	Not Started		
<b>Output 1.1</b> Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner	1.1.1 Inception Workshop and Consultation with Stakeholders to ensure engagement in the 5th report preparation process	X			Preparatory works for the holding of the inception workshop are advanced	Invitations letters and logistics the next quarter.
<b>Output 2.1</b> A National Biodiversity Strategy and Action Plan (NBSAP) for Jamaica, anchored into national sectoral and development frameworks, is revised / updated	2.1.1 Technical Project Manager Contracted	X			The Technical Project Manager commenced duties September 1, 2014. AOP Revised and submitted to the Project Steering Committee, subsequently approved	
	2.1.3 Biodiversity Specialist being procured	X			It is anticipated that the Biodiversity Specialist will be contracted during the next quarter.	
<b>Output 3.3</b> Fifth National Report prepared and submitted to the CBD	3.3.1 Assessment and identification of needs for the preparation of 5th National Report			X	Activities for this output are slated to begin in the next quarter. However literature review and discussions are being conducted in relation to 3.3.1	Based on Revised AOP, Activities for this output are slated to begin in the next quarter. However literature review and discussions are being conducted in relation to 3.3.1



PLANNED OUTPUT (Based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress
		Fully	Partially/Not Finished	Not Started		
<b>Output 4</b> Project Activities	4.1 National Enabling Activity by Technical Manager (Managerial Input)		X		Some administrative/training activities have been done.	



V. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION
Not applicable	Not applicable	Not applicable	Not applicable

VI. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Partnerships failing to deliver	September 2014	Operational /Organizational	High. The process/project is dependent on this to succeed	Stakeholders to be engaged early in the process to facilitate buy-in and to commit to the process.	NEPA	NEPA		
2.	Human resources Processes and Procedures	September 2014	Operational /Organizational	High. High. The process/project is dependent on this to succeed	The process for engagement of key project personnel and consultants should start early to ensure that the key expertise is engagement	NEPA	NEPA		
3.									
4.									
5.									



**VII. IMPLEMENTATION CONSTRAINTS AND LESSONS LEARNED**

Implementation Constraint	Measures/Action Taken	Recommendation for follow-up (if implementation constraints persist after measures taken)	Issues resolved (yes/no) (Complete Lessons Learnt section)
Nothing to report			

**LESSONS LEARNT**

Nothing to report





## VIII. PLANNED ACTIVITIES (NEXT QUARTER – MTH-MTH, YEAR)

Expected Outputs	Planned Activities	Time			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of Funds	Budget Description	Amount
<b>Output 1.1</b> Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner	1.1.1 Inception Workshop and Consultation with Stakeholders to ensure engagement in the 5th report preparation process				NEPA	GEF	75700	J\$286,375.00
	1.1.2 Purchase of Office Furniture for Project Management Unit				NEPA	GEF	74500	J\$146,627.00
<b>Output 2.1</b> A National Biodiversity Strategy and Action Plan (NBSAP) for Jamaica, anchored into national sectoral and development frameworks, is revised / updated	2.1.1 National Enabling Activity by Technical Manager (Technical Input)				Technical Project Manager	GEF	71300	J\$902,320.00
	2.1.2 Purchase of Office Furniture and Supplies for Project Management Unit				NEPA		74500/ 72500	J\$146,627.00
	2.1.3 Procurement of Biodiversity Specialist				NEPA		74500	J\$43,762.52
<b>Output 3.3</b> Fifth National Report prepared and submitted to the CBD	3.3.1 Assessment and identification of needs for the preparation of 5th National Report				Technical Project Manager/ Biodiversity Specialist		71300	J\$225,580.00
	3.3.2 Assessment of the targets set out in the NBSAP and the 2010 targets				Technical Project Manager /Biodiversity Specialist		71300	J\$338,370.00
	3.3.3 Assessment of implementation by various Ministries, Agencies and Departments of Government and the private sector				Technical Project Manager /Biodiversity Specialist		75700	J\$169,185.00



Expected Outputs	Planned Activities	Time			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of Funds	Budget Descrip- tion	Amount
	3.3.4 Assessment of Gaps, experiences and opportunities with regards to Aichi Targets				Technical Project Manager /Biodiversity Specialist		71300	J\$338,370.00
	3.3.5 Update on Biodiversity status, trends and threats at the National level				Technical Project Manager /Biodiversity Specialist		71300	J\$338,370.00
	3.3.6 Commence Preparation of the Fifth National Report in the required format				Technical Project Manager /Biodiversity Specialist		74200	J\$112,790.00
<b>Output 4</b> Project Activities	4.1 National Enabling Activity by Technical Manager (Managerial Input)				Technical Project Manager		71300	J\$387,997.60
	4.2 Travel						71600	J\$180,464.00
							<b>Total</b>	<b>J\$3,616,838.12</b>

**COMPLETION CHECKLIST:**
**PRIOR TO SUBMISSION OF FINAL DRAFT TO UNDP, PLEASE CHECK THE FOLLOWING:**
 Asset Inventory log completed with signature (See Annex I: Asset Inventory template)

*N/A this Qtr. [Signature]*
 Report reviewed by PSC ((Yes/NO)

 All sections of Quarterly Report completed

1. Summary of Progress towards Outputs
2. Project Expenditure for Reporting Period
3. Indicator Tracking Table
4. Planned Outputs, Activity Results, and Achieved Results for the quarter
5. Unplanned activities during quarter
6. Risk Log



7. Implementation Constraints and Lessons Learned

8. Planned Activities

Signed Asset inventory

Signed report by Project Management

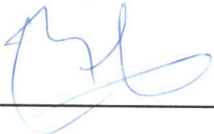
**Project Management:** (This should be the person whose name is in the Signatory Registry)

Prepared by: Dione Chambers Date: November 3, 2014

Reviewed & Approved by: Novelette Douglas STERIES Simpson Date: 12 Dec. 2014

**UNDP Resource Person:**

Accepted by: Itzin Gonzalez Date: 15 December 2014

 (Signature)





**Annex I: Assets Inventory**

Project Title:

Award Number: 000

Project Number: 000

Date of Report:

Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
1	JAM10		Vehicle								
2			Vehicle								
3			Vehicle								
4			Vehicle								
Asset Profile 2 - Furniture											
5			Furniture or Fixture								
6			Furniture or Fixture								
7			Furniture or Fixture								
8			Furniture or Fixture								
Asset Profile 3 - Electrical											
9			Electrical Equip. or Computer								
10			Electrical Equip. or Computer								
11			Electrical Equip. or Computer								
12			Electrical Equip. or Computer								
Asset Profile 4 - Heavy Machinery											
13			Heavy Equip. or Generator								
14			Heavy Equip. or Generator								
15			Heavy Equip. or Generator								
16			Heavy Equip. or Generator								
Asset Profile 5 - Non Capitalized Items											
17			Other (less than 1,000 \$)								
18			Other (less than 1,000 \$)								
19			Other (less than 1,000 \$)								
20			Other (less than 1,000 \$)								

**Project Manager**  
Date and Signature

*S. STEVENS*  
*Stevenson*  
*Stevenson*  
12 Dec. 2014

**Programme Officer**  
Date and Signature

*Anna Gormley*  
*Programme Analyst*  
*15 December 2014*

**Deputy Resident Representative**  
Date and Signature

*Michelle Lanyon*  
*5 Jan 2015*

