

**2021 Annual Work Plan (Cover Page)**

**Project:** Learning-by-doing preparation of the Fourth National Communication and Second Biennial Update Report to the UNFCCC

**UNDAF Outcome(s):** **Outcome :** UNDAF outcome involving UNDP No. 3: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place

**Expected CP Outcome(s):**  
*(Those that are linked to the intervention and extracted from the CPAP)*

**Expected CP Output(s):** **Output 1.1.1:** Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions.  
*(Those that are linked to the intervention and extracted from the CPAP)*

**Implementing partner:** Climate Change Division  
**Responsible Parties:**

**Narrative**

The project will enable Jamaica to fulfil its commitments under the UNFCCC and prepare and submit the 2BUR and 4NC to the Conference of Parties of the UNFCCC. Further, it will assist in building national capacities to fulfil Jamaica’s commitments under the Convention on a continuous basis, while it will additionally increase the awareness on climate change issues, including policy-makers, leading to better integration of climate considerations into national and sectoral polices, strategies and programmes.

Programme Period: 2021  
 Programme Component:  
 Intervention Title:  
 Award ID:  
 Output:  
 Duration AWP: January – December 2021

Estimated annualized budget: \$50,670.00 USD  
 Allocated resources:

- Government
- TRAC 2,200.00 USD
- Other:
  - GEF 48,470.00 USD
  - Donor \_\_\_\_\_

Unfunded budget:

**Agreed by (Implementing Partner):** Kimberley Wilson  
 Date: 26/01/2021 Signature: \_\_\_\_\_  
 Kimberley Wilson

**Agreed by (UNDP):** \_\_\_\_\_  
 Date: 27-Jan-2021 Signature: Kimberley Wilson

## Annual Work Plan Template

Year 2021

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	Planned Budget		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Budget
<b>OUTCOME 1: Fourth National Communication on Climate Change developed and submitted to UNFCCC</b>									
<b>Indicator Targets</b>	Activity 1 – Salary Project Technical Coordinator (full time)	X	X	X	X	CCD	GEF	71400	17,600.00
	Activity 2 : Laptop and other equipment for PMU	X				CCD	GEF	72800	6,000.00
	Activity 3 : Project Communication Costs	X	X	X	X	CCD	GEF	72400	700.00
	<b>Outcome Subtotal</b>								<b>24,300.00</b>
<b>OUTCOME 3: Knowledge Management, Monitoring, and Evaluation</b>									
<b>Indicator Targets</b>	Activity : Convene Inception Workshop	X				CCD	GEF	75700	4,320.00
	<b>Outcome Sub Total</b>								<b>4,320.00</b>
<b>Project Management Costs</b>									
<b>Indicator Target</b>	Activity Salary Project Technical Coordinator (full time)	X	X	X	X	CCD	GEF	71400	8,800.00
	Activity : Salary Project Finance Officer (part-time)	X	X	X	X	CCD	GEF	71400	9,800.00
	Activity : Salary Project Finance Officer (part-time)	X	X	X	X	CCD	UNDP	71400	2,200.00
	Activity: Supplies	X	X	X	X	CCD	GEF	72500	1,250.00

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	Planned Budget	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
	<b>PMC Total</b>							<b>22,950.00</b>
<b>SUB TOTAL</b>								<b>50,670.00</b>
<b>Total</b>								<b>50,670.00</b>