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## QUARTERLY PROGRESS REPORT

Country	JAMAICA		
Reporting period	January –June 2015		
Project number and title	Capacity Development for Energy Efficiency and Security in Jamaica - 80532		
Project Duration	2011 – 2015		
Implementing Partner	Ministry of Science, Technology, Energy and Mining (MSTEM)		
Responsible Parties	MSTEM		
Overall Project Coordinator	Fitzroy Vidal		
Proposed Budget	US\$35,775.65	Revised Approved Budget	N/A
Balance Brought Forward from Previous Quarter	J\$15,922.51		
Current Quarter Advance	US\$0.00	Current Quarter Expenditure	US\$9,126.40
Annual Expenditure to Date	US\$9,126.40	Current Year Delivery to Date	31.10%

Description of In Kind Contribution (attach any supporting documents)	Total Estimated Monetary Value
- Revised TOR for report on commission of wind turbines by the CMI	US\$50
- Quarterly Report, October to December 2014	US\$100
- Meeting Notes from Stakeholders Meetings held October 31, 2014.	US\$50

### I. SUMMARY OF PROGRESS TOWARDS OUTPUTS (DESCRIBE PROGRESS TOWARDS EACH OUTPUT, CHALLENGES AND OTHER MAJOR DEVELOPMENTS DURING THE QUARTER)

#### Output 2 Activity Result 1.2: Site selection and construction of wind turbines

- Work towards this output was initiated in 2014 and brought forward to 2015, but encountered challenges when the supplier could not meet the terms of the contract
- Two emergency meetings of the Project Steering Committee were held to discuss the letter of request submitted by the CMI for a further extension of the project as well as to substitute an imported wind turbine instead of one locally manufactured.
- The contract with the CMI was terminated by MSTEM with effect from February 5, 2015.
- In keeping with the recommendation of the Project Steering Committee, MSTEM asked the UNDP to complete the project under the direct implementation modality.

**PROJECT EXPENDITURE FOR REPORTING PERIOD (OCTOBER – DECEMBER, 2014)**

Output # / Activity Result #	Balance B/F from previous Qtr	Requested JMD\$	Received JMD\$	*Date Received	Payments by UNDP (including External Atlas)	Payments by IP J\$	Balance JMD\$
	A	B	C		D	E	(A+C)-E
Output 2 Activity Result 1.1 Consultancy service for wind power for domestic/community application	J\$15,922.51	-	-	-	0.00	0.00	15,922.51
Bank Charges	J\$0	-	-	-	0.00	7,641.40	-7,641.40
<b>Total</b>							<b>8,281.11</b>

## II. 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. It shows the progress towards achieving their corresponding annual targets. Summarize all the Outputs with their respective indicators, baseline and annual targets into the table below.)

OUTPUT#	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
<b>Output 1: Capacity Development for the Public Sector</b>	HACT Assessment and Final Audit	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2012
	3 training sessions held in three different geographical areas	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2012
	# of public sector officers trained	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2012
	Design Performance contracting training manual <sup>1</sup>	Not done/No report	Not done/No report	Not done/No report	Not done/No report	Not done/No report	Not done/No report
	Increase visibility and awareness of energy conservation and efficiency in the public sector	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2012
<b>Output 2: Piloting Renewable Energy Sources</b>	Wind map indicating viable sites for domestic application	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2013
	Establishment of wind turbines for domestic application	Not done/No report	Partially completed	Partially completed	Partially completed	Partially completed	Partially completed
	Increase visibility and awareness of renewable energy options for the domestic use	Not done/No report	Not yet started	Not yet started	Draft Communication Plan submitted and reviewed	2 Stakeholders Meetings convened	Discontinued
<b>Output 3 Establishment of a Public Private Dialogue Forum</b>	To establish an-ongoing platform for dialogue between the public and private sectors	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2013
	Raise awareness of public private partnership issues	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2013

<sup>1</sup> This activity was to be implemented using additional funds to be made available to the project by the UNDP. The additional funding did not materialise and consequently the manual was not completed.

**III. 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 T
		Fully	Partially/Not Finished	Not Started		
<b>Output 1: Capacity Development in the Public Sector</b>	Capacity building for energy conservation and efficiency	X			Completed	Completed
	Capacity building for Facilities & maintenance managers, energy conservation and efficiency	X			Completed	Completed
<b>Output 2: Piloting Renewable Energy Sources</b>	Wind map indicating viable sites for domestic application	X			Completed.	Completed
	Establishment of wind turbines for domestic application		X		<p>By way of letter dated January 13, 2015, the CMI requested a further extension to the project up to March 31, 2015 and also requested to import a pre-assembled wind turbine instead of providing locally manufactured wind turbines, specified in the Terms of Reference and contract.</p> <p>Two emergency meetings of the Project Steering Committee (PSC) were convened to discuss the aforementioned letter and subsequent next steps in project implementation. Minutes of these meetings are attached. The matter was referred to the MSTEM Legal Unit which recommended the immediate termination of the contract with the CMI as the contract was breached and became impossible for the CMI to perform.</p> <p>The PSC also recommended that the UNDP be asked to complete the implementation of the contract under the direct implementation modality as public commitments were given to the communities of Rose Hill and Nazareth that the wind turbines would be installed. The UNDP responded to the MSTEM request by way of letter dated March 23, 2015. The UNDP proposed that instead of direct implementation, that installation of the wind turbines be completed under a grant through the Global Environment Facility (GEF), which was currently being developed. This proposal is being favourably considered by MSTEM, which will continue in its role of Secretariat and keeper of records until the installation of the turbines in the two communities.</p> <p>The second procurement process for an independent engineer to provide quality assurance on the commissioning of two wind turbines to be installed</p>	<p>The contract with the CMI was te 2015 due to a breach of the contr</p> <p>The proposal is being reviewed by</p>

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress T
		Fully	Partially/Not Finished	Not Started		
					was initiated and a consultant identified. Based on the developments, the candidate was not informed of his selection. The records have reflected his selection in the event that the services are required in the future.	
	Increase visibility and awareness of renewable energy options for the domestic use			X	Communication plan prepared and submitted to MSTEM	Discontinued because of the term
<b>Output 3: Establishing a Dialogue Platform</b>	Host 3 dialogue sessions with public and private sector stakeholders	X			Completed	Completed

## VI. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Complex Design: technical complexity and innovativeness	June, 2014	Operational	Delays in construction of wind turbines P=5, I=5	On-going dialogue with CMI and key stakeholders; site visits by MSTEM	MSTEM	MSTEM	March, 2015	Project ended
2.	Project Management	July, 2015	Operational	Project delivery, monitoring and evaluation P=5, I=5	On-going dialogue with Project Steering Committee and MSTEM internal team	MSTEM	MSTEM	March, 2015	Project ended

*\* Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)*

*Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)*

**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)

**LESSONS LEARNT**

Research and development of new products are time consuming and may not meet required expectations generally or in the time period allowed and this can impact negatively on project implementation.

## VIII. PLANNED ACTIVITIES (JULY, 2015)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets		
		M1	M2	M3		Source of Funds	Budget Description	Amount
<b>OUTCOME 2</b> Piloting Renewable Energy Sources	<b>1.2 Site Selection and Construction of Wind Turbine:</b>  Reimbursement to MSTEM for advanced payment to Prof Chen.				MSTEM	UNDP		22,277.68
<b>OUTPUT 2</b> Piloting Sources of Clean Energy <u>Targets:</u> - Wind map indicating viable sites for domestic application. - Establishment of Wind Turbines for Domestic Application. - Increase visibility and awareness of renewable energy options for domestic use.	• Bank Charges							1484.60
	<b>1.2 Monitoring &amp; Evaluation</b>				MSTEM	MSTEM	In Kind	
	4.1.1 Project Board Meeting 4.1.2 Stakeholder's Meeting	X X X						US\$100.00 US\$100.00
<u>Indicators:</u> - Preparation of and/or validation of a wind map showing wind speeds and an economic analysis for domestic application - Site selection and construction of wind turbines at two pilot sites								
	<b>TOTAL (excluding in kind amounts)</b>							<b>23,762.28</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)

Report reviewed by PSC ((Yes/NO) – The report has been reviewed by some members of the PSC and those comments have been included.


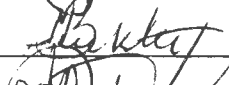
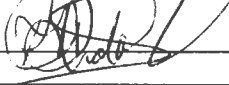
All sections of Quarterly Report completed

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

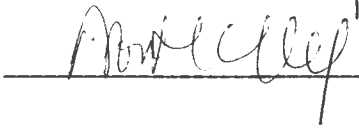
Signed Asset inventory

Signed report by Project Management

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

Prepared by: Jody Gnzzle  Date: 11/09/2015  
 Reviewed by:  Date: 11/04/2015  
 Approved by:  Date: 11/9/2015

**UNDP Resource Person:**

Accepted by: NOVIA McKeay Date: 20/9/2015  
 (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

**Programme Officer**  
 Date and Signature

**Deputy Resident Representative**  
 Date and Signature *Maebhan*  
 20/9/2015

*[Signature]* 1/9/2015