

ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	January – December 2011		
Project number and title:	Project # 74120; Award # 59298 <i>Strengthening the Operational and Financial Sustainability of the National Protected Area System, PIMS #3832; (PROTECTED AREAS PROJECT)</i>		
Project Duration:	Six (6) years		
Donors:	UNDP/GEF, GOJ, TNC, KfW		
Implementing Partner:	National Environment & Planning Agency		
Responsible Parties:	National Environment and Planning Agency – NEPA, Forestry Department, Jamaica National Heritage Trust, Environmental Management Division, The Nature Conservancy		
Overall Project Coordinator:	Mrs. Novlette Douglas – Manager, Special Projects		
Date:	May 14, 2012		
Current year Approved Budget:	US\$ 44,867.00		
Total annual advance:	US\$ 24,219.14	Total annual expenditure:	US\$32,975.40
Annual Delivery:	73.5%		





Project Inception Workshop – February 10, 2011
Terra Nova All Suites Hotel. Kingston, Jamaica

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I. EXECUTIVE SUMMARY

Activities for 2011 focused on the implementation of the Project Inception Workshop, formation of the Project Steering Committee, design and approval of the Annual Work plan and recruitment of various consultants.

Key achievements achieved in 2011 include;

1. Project Inception Workshop held 10 February 2011 at the Terra Nova All-Suites Hotel
2. Formation of the Project Steering Committee on 13 March 2011
3. Formation of the Legal and Financial Working Groups in August 2011
4. Preparation and approval of the Annual Workplan – 24 March 2011
5. Engagement of the Project Administrator
6. Preparation and approval of six (6) TORs for the various consultancies
7. Publication of adverts inviting expressions of interest for the various consultancies
8. Implementation of the procurement process for the six consultancies

There were several implementation constraints which affected the project that will inevitably affect the time for project completion. The main constraint was the timely procurement process for engagement of consultants. During the process, it was realized that some of the expertise was not as available as previously thought and the bidding process took more time than previously considered – it may take up to 7 months to recruit a consultant.

In going forward, advice will be sought from the National Contracts Commission and the Ministry of Finance on the best way to complete the procurement process for consultancies and more time will be allotted for engagement of consultancy services.

II. RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2011					
Donor	Responsible Party	Total Budget (US\$)	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure
GEF	NEPA	2,770,585.00	24,219.14	32,975.40	2,737,609.60
UNDP - TRAC	NEPA	200,000.00	0.00	0.00	200,000.00
GOJ (Cash)	NEPA	250,000.00	13,692.13	7,436.58	242,563.42
KfW (Cash - Trust Fund)	NEPA	1,600,000.00	0.00	0.00	1,600,000.00
TNC (Cash- Trust Fund)	NEPA	1,000,000.00	0.00	0.00	1,000,000.00
TNC (In-Kind)	NEPA	1,750,000.00	162,861.57	162,861.57	
GoJ (In-Kind)	NEPA	250,000.00	8,476.28	8,476.28	
Subtotals:		7,820,585.00	209,239.12	211,749.83	5,780,173.02
TOTALS:		7,820,585.00	209,239.12	211,749.83	5,780,173.02

Exchange rate – J\$1 – US\$86.40

III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget* (US\$)	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
Output 1 1.1 - National Protected Area Trust Fund (NPATF) established <u>Targets/Indicators:</u> Review of Trust Fund operations with recommendations on what is most feasible for Jamaica Critical review of existing operating Trust Funds, with recommendations on using an existing one or development of a new national protected areas trust fund (NPATF)	Establishment of Financial Committee/Working Group	0.00	0.00	TORs for Working Group prepared and approved. Financial Working Group formed August 4, 2011	Tender Opening planned for January 13, 2012
	Hire Trust Fund Expert	183.00	124.38	TORs completed and approved; Advertisement for Expressions of Interest (EOI) posted in the Sunday Gleaner and Observer and the Daily Gleaner on 16 and 19 December 2011, respectively. Advertisement also placed on UNDP website - Deadline 31 October 2011. Twenty two (22) EOIs were received overall; a review panel convened to assess applications on 2 November 2011 and two (2) applicants were subsequently sent RFPs.	There was reluctance of consultants to bid because of the timeframe allotted for work to be done and the bulky nature of the GOJ Request For Proposals (RFP) document. Also, from the pool of applicants, only two were assessed and seen qualified for the job after which one of the applicants withdrew his interest. It was then decided to go through the procurement process again using the limited tendering method. Recommendations were received which ultimately led to two persons receiving RFPs after expressing interest.
	Establish mechanisms for Trust Fund development	0.00	0.00	Please see achieved results above	
	1.2 - Model Site-level Business Plans developed <u>Targets/Indicators:</u> Review of existing Protected Area business planning guidelines/framework and provision of recommended amendments	Hire International Business and Finance Consultant	183.00	124.38	TORs completed and approved; Advertisement for Expressions of Interest (EOI) posted in the Sunday Gleaner and Observer and the Daily Gleaner on 16 and 19 December 2011, respectively. Advertisement also placed on UNDP website - Deadline 31 October 2011. Seventy - five applications were received by UNDP and HR. Fourteen (14) applicants were short listed by the Project Manager and the Procurement Officer and six (6) further short listed by a review panel and all were sent RFPs.

		Planned Budget* (US\$)	Expenditure (US\$)		
1.3 - Establish revenue generation mechanism in five (5) key PAs	Hire Local Business and Finance Consultants	1,183.00	124.38	TORs completed and approved; Advertisement for Expressions of Interest (EOI) posted in the Sunday Gleaner and Observer and the Daily Gleaner on 16 and 19 December 2011, respectively. Advertisement also placed on UNDP website - Deadline 31 October 2011. Four (4) Expressions of Interest (EOI) were subsequently assessed by the review panel and only one applicant short listed. It was then decided to conduct limited tendering for the consultancy to garner additional applications to provide for a larger pool to be assessed. Subsequently, only one applicant expressed interest and was sent a RFP. Tender Opening was conducted on 19 December 2011 and one bid was submitted; however, it was rejected because the required Tax Compliance Certificate was not submitted.	The Procurement process had to be redone and the limited tendering route was chosen. Tender Opening to be held 25 January 2012.
	Development of training programme on business planning	0.00	0.00	Please see achieved results above	
	Development of draft site level business plan for 1 PA	0.00	0.00	Please see achieved results above	
	Preparation for demonstration of income generation mechanism in 1 PA	0.00	0.00	Please see achieved results above	
Output 2 2.1 National Protected Areas Legislation and supporting legal	Establishment of Legal Committee/Working Group	0.00	0.00	TORs for Working Group prepared and approved. Legal Working Group formed August 2, 2011	

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		Planned Budget* (US\$)	Expenditure (US\$)		
<p>framework developed</p> <p><u>Targets/Indicators:</u> Review of the Natural Resources Conservation (National Parks) Regulations to include recommendations for amendments</p> <p>Review and provision of recommendations for amendments to the drafting instructions for the Wildlife and Protected Areas Act</p>	Hire International Legal Expert	183.00	124.38	TORs completed and approved; Advertisement for Expressions of Interest (EOI) posted in the Sunday Gleaner and Observer and the Daily Gleaner on 16 and 19 December 2011, respectively. Advertisement also placed on UNDP website - Deadline 31 October 2011. Seventeen (17) EOIs were received by UNDP and HR and three (3) applicants were short listed by the panel but one opted out because of a new assignment. Two candidates were sent RFPs with deadline for submission January 6, 2012.	<p>Tender Opening for International Legal Expert to be held 6 January 2012.</p> <p>The Procurement process will be redone.</p>
	Hire Local Legal Expert	1,183.00	124.38	TORs completed and approved; Advertisement for Expressions of Interest (EOI) posted in the Sunday Gleaner and Observer and the Daily Gleaner on 16 and 19 December 2011, respectively - Deadline 31 October 2011. Three (3) EOIs were received by HR. Two (2) Expressions of Interest (EOI) were subsequently assessed by the review panel and no one short listed because they did not meet the requirements. It was then decided to go through the procurement method again utilizing the limited tendering process. Subsequently, 3 applicants were sent RFPs. Tender Opening was held 30 December 2011 and no bid was submitted.	
	Meetings, research on current legal and institutional arrangements	0.00	0.00	Please see achieved results above	
	Organize and implement stakeholder forum	0.00	0.00	Please see achieved results above	

		Planned Budget* (US\$)	Expenditure (US\$)		
					It is important to note that one co-management agreement between NEPA and the Negril Environmental Protection Trust (NEPT) was signed in January 2011. This would account for one of the model co-management agreement that can serve as replicable standard/model.
3.1 Eight new and updated management plans	N/A			N/A	The Blue and John Crow Mountains National Park's 5 year management plan was developed and approved in 2011.
Output 3 3.4 Communication strategy to raise key stakeholder awareness and build national constituency <u>Targets/Indicators:</u>	Hire Public Awareness Specialist	1,483.00	124.38	TORs completed and approved; Advertisement for Expressions of Interest (EOI) posted in the Sunday Gleaner and Observer and the Daily Gleaner on 16 and 19 December 2011, respectively - Deadline 31 October 2011. Ten (10) EOIs were received by HR. Short listing was first conducted by the Project Manager (PM) and Procurement Officer (PO). Seven (7) Expressions of Interest (EOI) were subsequently assessed by the review panel and one applicant short listed as the others did not meet the requirements. It was then decided to go through the procurement method again utilizing the limited tendering process in order to obtain a larger pool for assessment. Subsequently, two persons were sent RFPs. Tender Opening was conducted 28 December 2011 and one bid submitted.	An assessment of the proposal is to be held 5 January 2012.
	Mission to plan and implement PA communication strategy	500.00	0.00	Please see achieved results above	

		Planned Budget* (US\$)	Expenditure (US\$)		
	Plan and implement stakeholder consultation meeting	1,738.00	0.00	Please see achieved results above	
Project Management	Plan and implement Project Inception Workshop	950.00	1,663.74	Project Inception Workshop held 10 February 2011 at the Terra Nova All Suites Hotel.	
	Establish Project Steering Committee	0.00	0.00	Project Steering Committee established as of 15 March 2011.	
	Engage Project Administrator	0.00	0.00	Project Administrator engaged as of 2 August 2011.	
	Draft and gain approval for Project Annual Work Plan 2011	0.00	0.00	Project Annual Workplan 2011 approved by PSC 24 March 2011	
	Project Management/Implementation activities related to the management of funds in line with approved work plan etc.	37,281.00	30,565.33		
Total		44,867.00	32,975.40		

*Please note that the amounts listed under the planned budget column are that of the revised 2011 AOP budget. The revision was done in consultation with UNDP and sent to the PSC for approval; however, adequate responses were not received. I have since been advised by UNDP that the revised figure be used for this report.

IV. IMPLEMENTATION CONSTRAINTS/CHALLENGES, RISKS, LESSONS LEARNT & RECOMMENDATIONS

Implementation Constraints	Significance	Response/Action
<p>Time delays for recruitment of consultants hampers timely start in substantive project activities. Issues include:</p> <ol style="list-style-type: none"> 1. Reduction of legal consultant pool because most competent local experts are members of the legal working group/ committee. 2. Reluctance of consultants to bid because of the timeframe allotted for work to be done and the bulky nature of the GOJ RFP document. 3. Lengthy Bidding Process – contracts over J\$10 million are to be sent to the National Contracts Commission for approval increasing the recruitment time. 4. Delay in preparing and finalising the Work plan for the remaining project period. 	<p>High</p>	<ol style="list-style-type: none"> 1. The number of EOIs received for the Local Legal Advisor was low and no one was short listed initially for the job after which the limited tendering process was utilized. Consequently, an individual resigned from the legal working group and applied for the local legal advisor consultancy and a meeting was held with the prospective candidate with regard to a perceived conflict of interest. The meeting was held with the manager of the legal services branch at NEPA and after all the necessary obligations were met by both parties, the PMU and the Procurement Officer was advised that he is now eligible and should be sent a RFP. 2. The GOJ bid document is a standard document used for individual consultants and firms. It therefore cannot be modified. A recommendation was made to approach UNDP for assistance in hiring the international consultants using their bid document. It was also suggested that the contract be segmented according to deliverables and this would reduce the time one consultant is expected to be engaged to execute duties. 3. A workshop is being planned with consultants and PSC members to finalise the work plan by March 2012.

Risks	Significance	Response/Action
<ol style="list-style-type: none"> 1. Coordination of work between the consultants could pose some complications resulting in difficulty in completing outputs within the agreed timeline. 2. Capitalization of the National Protected Area Trust Fund – This action may be delayed as the additional funding is yet to be identified for the Endowment aspect of the Fund and the revenue generation portion that will feed into the NPATF may be delayed. 3. The procurement process for recruitment of consultants is lengthy and will result in difficulty completing outputs within the agreed timeline. 	Critical	<p>It is proposed that a technical expert be engaged to assist with implementation. Also, plans will be put in place for regular meetings/consultations among consultants.</p> <p>Engagement of a technical expert to assist with project implementation and constant dialogue with TNC,EMD and other relevant authorities with respect to the provision of the additional sum for the Endowment Fund.</p> <p>Project management unit will begin procurement process as soon as possible and choose the shortest route available. Consultation will be done with project partners (such as TNC and UNDP) for assistance with recruitment.</p>
<p>LESSONS LEARNT: Recruitment process – to include preparation and approval of TORs, advertisement, short-listing, interview (where applicable), selection and engagement of project consultants – should be expected to take at least 4-6 months</p>		

V. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
United Nations Development Programme (UNDP)	<p>Relationship with Programme Associate has been good therefore impacting positively on project; enquiries, clarification and support as well as disbursements have been received in a timely manner.</p> <p>The Programme Advisor has also provided insight and advice on certain areas of project implementation.</p>
NGOs on the PSC – Jamaica Conservation Development Trust (JCDT); Caribbean Coastal Area Management Foundation (C-CAM); Montego Bay Marine Park Trust (MBMPT)	<p>These NGOs have assisted the project by providing much needed information as well as ideas on project implementation. They have also supported the project by putting forth activities that could be implemented before engagement of the consultants which is a major project constraint. The recommended activities will increase the METT scores of the respective protected areas contributing to the various project outputs and overall project success.</p>
The Nature Conservancy	<p>Relationship with the Country Representative for TNC has been good; enquiries, clarification and information have been continuously provided in a timely manner.</p>
Project Steering Committee	<p>The PSC provides quality guidance to the project.</p>
SUSTAINABILITY	

Annex I: Annual Work Plan 2012

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
Output 1	Main Activity Description - Establishment of Protected Area Trust Fund and Revolving Fund								
1.1 Protected Area Trust Fund (PATF) and Revolving Fund established <u>Targets/Indicators:</u>	Tender Opening for Trust Fund Expert					NEPA	GEF	-	0.00
	Work plan toward establishment of Trust Fund					NEPA	GEF	71200	1,530.00
	Analysis of report on operations of regional and international environmental/conservation Trust Funds					NEPA	GEF	71200	3,000.00
	Review on the operations of local environmental/conservation Trust Funds and recommendations for development of NPA Trust Fund					NEPA	GEF	71200	3,000.00
	Recommendations for Revolving Fund mechanism					NEPA	GEF	71200	1,200.00
1.2 Model site-level business plans developed <u>Targets/Indicators</u>	Recommendations for development of trust fund legislation					NEPA	GEF	71200	3,000.00
	Mission to execute activities toward Trust Fund development					NEPA	GEF	71600	4,000.00
	Trust Fund inter-agency meeting(s)					NEPA	GEF	75700,71200	2,600.00
	Main Activity Description - Development of model site-level business plans								
	Tender Opening for Local and International Business Experts					NEPA	GEF	-	0.00

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Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets			
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount	
1.3 Revenue generation mechanism in five (5) key PAs established	Preparation of Work plans for activities related to PA business planning and income generation					NEPA	GEF	71200&71300	4,500.00	
	Development of business plan guidelines/framework					NEPA	GEF	71300	3,000.00	
	Development of Business plans for 2 pilot PAs					NEPA	GEF	71300	6,000.00	
	Development of Business planning training curricula					NEPA	GEF	71200	3,000.00	
	Draft of Implementation Schedule for execution of business plans in 2 key PAs					NEPA	GEF	71300	1,200.00	
	Incorporation of international best practices, lessons learned and overall recommendations for Jamaica into the business planning process					NEPA	GEF	71200	1,800.00	
	Training on business planning					NEPA	GEF	71200&71300	12,600.00	
	Mission to Develop PA Business Plans and Income Generation schemes					NEPA	GEF	71600	6,000.00	
	Main Activity Description - Establishment of revenue generation mechanism in key PAs									
	Development of mechanisms for sustainable use of PAs to generate funding					NEPA	GEF	71300	8,400.00	
	Mechanism developed for generation of funding from tourism and other sources					NEPA	GEF	71300	8,400.00	
	Stakeholder meetings on revenue generation and business planning processes					NEPA	GEF	75700,71200, 71300	3,200.00	

Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
1.4 Operational plan for PA system create	Main Activity Description – Establishment of an Operational Plan for PA system financial strategy								
	Development of operational plan for financial strategy					NEPA	GEF	71200	1,200.00
	Recommendations on increasing annual government and non-government funding					NEPA	GEF	71200	1,200.00
	Preparation of Implementation Schedule for the Sustainable Finance Plan of the PASMP					NEPA	GEF	71300	1,200.00
	Workshops/meetings on national PA financial strategy					NEPA	GEF	75700,71200, 71300	3,200.00
Output 2 –	Main Activity Description - Development of National Protected Areas Legislation and supporting legal framework								
2.1 National Protected Areas Legislation and supporting legal framework developed <u>Targets/Indicators:</u>	Tender Opening for International and Local Legal Experts					NEPA	GEF	-	0.00
	Preparation of Work plans for activities related to the development of PA legislation and co-management contracts					NEPA	GEF	71200&71300	4,185.00
	Conduct review of documents regarding PA legislation, institutional responsibilities, arrangements and PA legislation gaps including recommendations for PA legislation and institutional arrangements					NEPA	GEF	71300	6,000.00
	Conduct meetings and research on current legal and institutional arrangements					NEPA	GEF	71200	2,000.00
	Development of 1 PA co-management contract					NEPA	GEF	71300	1,200.00

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Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
2.2 Development of new PA Networks <u>Targets/Indicators:</u>	Draft recommendations for Trust Fund Legislation					NEPA	GEF	71300	1,200.00
	Conduct workshops/seminars/ consultations on PA legislation					NEPA	GEF	75700, 71300&71200	3,200.00
	Mission to conduct review of relevant legislation, draft PATF legislation, develop model co-management contracts, development of legal instruments and implementation of workshops on PA legal parameters					NEPA	GEF	71600	4,000.00
	Main Activity Description – Development of New PA Networks								
	Research and collation of data on execution of PA related activities in Black River and Pedro Bank and Cays					NEPA	GEF	71200	2,200.00
	Generation of information material on new PAs					NEPA	GEF	71300 & 74200	3,200.00
Output 3	Main Activity Description – Eight new and updated management plans								
3.1 Eight new and updated management plans <u>Targets/Indicators:</u>	Hire international PA management expert (Advertisement)					NEPA	GOJ	74200	975.00
	Hire Local PA management specialist (Advertisement)					NEPA	GOJ	74200	975.00
	Work plans for activities related to development of management plans					NEPA	GEF	71200&71300	4,080.00
	Development of PA management planning framework					NEPA	GEF	71300 & 71200	4,200.00
	Development of 2 model PA management plans					NEPA	GEF	71200&71300	7,800.00

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Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
3.2 Monitoring and evaluation system for PA management	Workshop/meetings on PA management planning					NEPA	GEF	71300, 7570	3,200.00
	Mission toward the development of management plans					NEPA	GEF	71600	4,000.00
	Main Activity Description - Monitoring and evaluation system for PA management								
	Hire Biodiversity Conservation Specialist (Advertisement)					NEPA	GOJ	74200	975.00
	Preparation of Work plan toward the development of a monitoring and evaluation system for PA management					NEPA	GEF	71300	1,785.00
	Organize and collate information on various indicator species in the PA system					NEPA	GEF	71300	1,800.00
	Workshop/meetings on species monitoring/indicator species					NEPA	GEF	71300	1,000.00
	Mission for the development of a system for species monitoring and information management					NEPA	GEF	71600	1,000.00
3.3 Conservation based economic development established in or near five PAs	Main Activity Description - Conservation based economic development established in or near five PAs								
	Workshops/meetings/consultations on possible sustainable livelihood initiatives in PAs					NEPA	GEF	71300, 7570	3,200.00
3.4 Development of a communication strategy to raise key stakeholder	Main Activity Description - Development of a communication strategy to raise awareness in key stakeholders and build national constituency								
	Tender Opening for Public Awareness Specialist					NEPA		-	0.00

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Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
awareness and build national constituency	Preparation of workplan for activities related to the development of a communication strategy for PAs					NEPA	GEF	71300	1,785.00
	Preparation of Public Awareness and Communication strategies for project					NEPA	GEF	71300	3,000.00
	Conduct KAP survey					NEPA	GEF	71300	6,000.00
	Preparation of Public Awareness strategy for decision makers and enforcers					NEPA	GEF	71300	1,200.00
	Stakeholder consultation meetings on project activities to garner public support for increased PA financing					NEPA	GEF	71300,75700	3,200.00
	Mission toward the development of national public awareness and communication campaign					NEPA	GEF	71600	1,000.00
Project Management	Project Management activities related to the management of funds in line with approved work plan; analysis and evaluation of achieved results to ensure targets are realized; communication of project activities to relevant management bodies; management of consultants and PMU etc.					NEPA	UNDP		35,000.00
	Purchasing of stationery and office supplies					NEPA	UNDP	72500	950.00
	Purchasing of laptop, multimedia and software to complement Public Awareness campaign and other project activities					NEPA	UNDP/GOJ	72800	3,200.00
	Provision of catering services					NEPA	GOJ	7570	1,300.00

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Expected Outputs (including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
	Rental of meeting rooms					NEPA	GOJ	73100	1,000.00
	Project planning retreat					NEPA	UNDP	75700	3,000.00
Monitoring & Evaluation (Reporting)	Quarterly Report and Work-Plan Update					NEPA			
	Annual Project Reporting					NEPA			
	Monthly Reports					NEPA			
TOTAL									206,040.00

1. Work plans calculated @ 2% of consultancy sum
2. Rate used for consultancy fee @ US\$600/day

**Annex III: Assets Inventory**

Project Title: Strengthening the Operational and Financial Sustainability of the National Protected Area System

Award Number: 00074120

Project Number: 00059298

Date of Report: 14 May 2012

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	B0512	Vehicle								
2			Vehicle								
Asset Profile 2 - Furniture											
3	JAM10	B0512	Furniture or Fixture								
4			Furniture or Fixture								
5			Furniture or Fixture								
6			Furniture or Fixture								
7			Furniture or Fixture								
8			Furniture or Fixture								
9			Furniture or Fixture								
Asset Profile 2 - Furniture											
10			Furniture or Fixture								
11			Furniture or Fixture								
12			Furniture or Fixture								
Asset Profile 3 - Electrical											
13			Electrical Equip. or Computer	Dell Computers	2	PPM Branch/NEPA	8GRNYQ1 & 8GRPYQ1	June 21, 2011	J\$185,903.63	NEPA	RMP & Associates Limited
14			Electrical Equip. or Computer								
15			Electrical Equip. or Computer								
16			Electrical Equip. or Computer								

Asset Profile 4 - Heavy Machinery										
			Heavy Equip. or Generator							
			Heavy Equip. or Generator							
			Heavy Equip. or Generator							
			Heavy Equip. or Generator							
Asset Profile 5 - Non Capitalized Items										
			Other (less than 1,000 \$)							
			Other (less than 1,000 \$)							
			Other (less than 1,000 \$)							

Project Manager
Date and Signature

Programme Officer
Date and Signature

Deputy Resident Representative
Date and Signature

Special Projects Manager
Date and Signature

Project Management: Prepared by: Roxanne Valentine – Project Manager *Rxalentine* Date: 14/5/2012
Approved by: Sheries Simpson – Manager, Projects Planning & Monitoring Branch *SS* Date: 14 May 2012

UNDP Resource Persons: Margaret Jones Williams, Programme Advisor – E & E
Nicole Brown, Programme Associate – E & E