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QUARTERLY PROGRESS REPORT (GEF PROJECTS)

Country	JAMAICA		
Reporting period	April - June 2015		
Project number and title	#76339 - National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Jamaica		
Project Duration	April 2014 – June 2015 (Non-Cost Extension to December 2015, issued in March 2015)		
Implementing Partner	National Environment and Planning Agency (NEPA),		
Responsible Parties			
Overall Project Coordinator	Dione Chambers		
Initial Approved Budget	US\$205,046.98	Revised Approved Budget	-
Balance Brought Forward from Previous Quarter	0.00		
Current Quarter Advance	US\$48,851.91 (J\$5,608,198.90)	Current Quarter Expenditure by IP:	US\$12,967.93 (J\$1, 502,464.34)
		Direct Payments made by UNDP:	US\$2,407.80
Annual Expenditure to Date	US\$33,580.74**	Current Year Delivery to Date	16.34% (33,580.74+1,217.53)/205,046.98)

Description of In Kind Contribution (attach any supporting documents) : Provision of Project Management Unit by the Government of Jamaica	Total Estimated Monetary Value :
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** Note that spend of US\$16,987.48 in Quarter 1 was liquidated in Quarter 2.

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

The major achievement for the Project for the period are outlined below:

Output 1 – There has been minimal progress towards the achievement of this output. The low delivery has been attributed to late submission of deliverables; low technical quality of reports and lack of stakeholders’ consultations. Facilitated two (2) meetings of the multi-sectoral/stakeholder NBSAP Technical Working Group (TWG), on April 15, 2015 and June 18, 2015 respectively. In the first meeting there was comprehensive discussions on the three 1st drafts of deliverables (*Gap analysis and lessons learned document on the implementation of the first NBSAP; Report outlining the Biodiversity stocktaking, review process and stakeholder consultation process; including social media strategy*) from the Biodiversity Specialist (BS); while in the second meeting the TWG reviewed and finalized the 2nd draft of the *NBSAP Communication Strategy and agreed on the outline for the 2011-2020 NBSAP*. The Biodiversity Specialist also submitted a 2nd draft of the *Gap analysis and lessons learned document on the implementation of the first NBSAP and*

a draft of the supplemental Stocktaking Questionnaire. The International Advisor has also reviewed and provided feedback on all the deliverables. Notably there was a general consensus that the deliverables from the Biodiversity Specialist was inadequate.

Output 2 – No additional progress on this output since the last quarter. It was envisaged that the Biodiversity Specialist would have started consultations or focus group discussions with key stakeholders subsequent to the requests for information towards the preparation of the Fifth National report, however this was not done. To date only six (6) of the thirty-five (35) recipient of the request letters have responded.

Output 3 – A major task under this output is to enhance and update the web content and technological capacity for the Jamaica CHM website that includes a link to the Fifth National Report, the national invasive alien species database and new links to biodiversity knowledge networks of relevance to Jamaica. In this regard significant progress has been made. On behalf of the CHM/IOJ, NEPA undertook the procurement/recruitment of an International Trainer/Co-Facilitator (via Direct Contracting) which was completed on May 22, 2015 and officially contracted on June 23, 2015. The NBSAP Project Management Unit facilitated and provided logistical support for the CHM/IOJ's National Invasive Species Data and Information Entry Workshop. The International Trainer/Workshop Co-Facilitator conducted training at the workshop which was held June 24-25, 2015. The IT hardware equipment and software procured for the CHM, has been received by the Agency and are being inventorized for submission to the CHM/IOJ.

Other activities/accomplishments by the project included:

During the period, one (1) PSC meeting was facilitated on June 10, 2015. Due to recurrent issues regarding the BS Consultancy, in particular low/late delivery and non-conformity to contract nor work plan; the Agency took a decision was taken to terminate the contract of the BS effective June 12, 2015. Based on recommendations, a TOR was prepared for the Joint Consultancy of Biodiversity/ Integration and Coordination Specialist and finalized in collaboration with the PSC. The procurement for this consultancy has commenced via the placement of an advertisement on the Government's Procurement Page on June 23, 2015 and NEPA's Website soliciting Request for Proposals from Environmental Firms in the next quarter (July 15, 2015).

Challenges encountered was primarily the low delivery rate and the subsequent termination of the BS Contract which has significantly impacted the overall delivery and by extension the rate of spend on the project.

II. PROJECT EXPENDITURE FOR REPORTING PERIOD (APRIL-JUNE, 2015)

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	B	C		D	E	(A+C)-E
Output 1	\$0	\$499,380.98	499,380.98	May 2015	\$0	\$0	\$499,380.98
1.1.1 Gender Responsive Stocktaking and review of relevant plans, policies and reports							
1.1.3 Assessment of the causes and consequences of biodiversity loss	\$0	\$229,600.00	229,600.00	May 2015	\$0	\$0	\$229,600.00
1.2.1 Preparation of a problem analysis, Gap identification and lesson learned on implementation of previous NBSAP 2003	\$0	\$249,695.49	249,695.49	May 2015	\$208,548.00	\$0	\$249,695.49
1.2.2 Setting of National targets, principles and main priorities	\$0	\$749,086.47	749,086.47	May 2015	\$0	\$0	\$749,086.47
1.3.1 Preparation of Monitoring Plan and monitoring of National targets during project implementation	\$0	\$249,695.49	249,695.49	May 2015	\$0	\$0	\$249,695.49
Output 2	\$0	\$123,616.04	\$123,616.04	May 2015	\$0	\$123,817.27	-\$201.23
2.1.1 National Enabling Activity by Technical Manager - Technical Input							
2.1.1 National consultations for development of strategies and actions to implement agreed targets	\$0	\$479,295.49	\$479,295.49	May 2015	\$0	\$0	\$479,295.49
2.2.1 NBSAP prepared reviewed and finalized - Enabling activities of the Technical Project Manager	\$0	\$525,000.00	\$525,000.00	May 2015	\$0	\$523,788.99	\$1,211.01
Output 3	\$0	\$249,695.49	\$249,695.49	May 2015	\$0	\$0	\$249,695.49
3.1.1 Preparation of a capacity development plan for NBSAP Implementation							
3.1.3 Development of a Communication and Outreach Strategy	\$0	\$249,695.49	\$249,695.49	May 2015	\$0	\$0	\$249,695.49
3.2.1 Assessment and identification of needs for the preparation of 5th National Report	\$0	\$320,712.00	\$320,712.00	May 2015	\$0	\$0	\$320,712.00
3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism	\$0	\$277,944.00	\$277,944.00	May 2015	\$0	\$501,751.24	-\$223,807.24

Output # / Activity Result #	Balance B/F from previous Qtr	A	B	C	D	E	(A+C)-E
	Requested JMD\$	Received JMD\$	*Date Received	Payments by UNDP (including External Atlas)	Payments by IP	Balance JMD\$	
3.3.1 Preparation of the Fifth National Report	\$0	998,781.96	May 2015	\$0	\$0	998,781.96	
Output 4	\$0	\$226,000.00	May 2015	\$0	\$224,472.84	\$1,527.16	
4.1 National consultant (Project Manager 30%)	\$0	\$180,000.00	May 2015	\$0	\$128,625.00	\$51,375.00	
4.2 Travel	\$0	\$180,000.00	May 2015	\$0	\$128,625.00	\$51,375.00	
Total	\$0	\$5,608,198.90		J\$208,548.00	J\$1,502,455.00	J\$4,105,743.56	
							J\$4,105,743.56
Cash in hand @ end of reporting period							
Commitments @ end of reporting period							

Please note: [faunted ???](#)

III. INDICATOR TRACKING TABLE

OUTCOME	INDICATOR(S)	BASELINE	Q4 2014	Q1	Q2	Q3	Q4	Mid Year Target	Annual TARGET (DEC 2015)
OUTCOME 1 A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets	Number of multi-sectoral/multi-stakeholder working groups established to complete the NBSAP	(0)	(1) Project Inception Workshop held (0) multi-sectoral/multi-stakeholder working group	(1)- Partially completed	(1) – Fully completed	-	-	Working Group established and has had at least 1 meeting	1 Inception Workshop facilitated & 1 multi-sectoral/ multi-stakeholder working group established
	Number of national targets defined in response to the global Aichi Targets	Targets defined in NBSAP (2003)	(0)	(0)	(0).	-	-	Stocktaking and assessment exercises completed	National targets in response to the global Aichi Targets are developed

OUTCOME	INDICATOR(S)	BASELINE	Q4 2014	Q1	Q2	Q3	Q4	Mid Year Target	Annual TARGET (DEC 2015)
OUTCOME 2 The Fifth National Report to the CBD is prepared and the NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience.	Status of NBSAP vis-à-vis the guidance in the CBD Strategic Plan (2011-2020).	(0) NBSAP is out of date and does not consider newer biodiversity conservation targets	(0)	(0)	(0)	-	-	Development of Draft Strategy and Action Plan	Jamaica's NBSAP is fully updated in line with the guidance in the CBD Strategic Plan (2011-2020), the Aichi targets and the Fifth National Report submitted to the CBD COP
OUTCOME 3 National frameworks for resource mobilisation, Convention	Status of the national clearinghouse mechanisms (CHM).	CHM is periodically updated and is linked to the CBD site, the CBD's biosafety portal, bird	(0)	(0)	Partially done			Assessment of capacity needs completed.	Updated National invasive alien species database. The database will be periodically update thereafter

OUTCOME	INDICATOR(S)	BASELINE	Q4 2014	Q1	Q2	Q3	Q4	Mid Year Target	Annual TARGET (DEC 2015)
reporting and exchange mechanisms are established and strengthened		clearing-house and to other Caribbean and international information and knowledge exchange networks							
	Status of the capacity, technology and financial frameworks for implementing the revised NBSAP.	No framework exists	(0)	(0)	Partially completed.	-	-	Communication Plan for the implementation of the NBSAP completed.	A complete plan for implementing the NBSAP, including capacity, technology and finance needs assessment, has been produced and underpins NBSAP implementation
	Status of the Fifth National Report to be submitted to the CBD	Targets outlined in the NBSAP (2003)	(0)	(0)	(0)	-	-	Fifth National Report completed and submitted to the CBD	Submission of the Fifth National Report to the CBD

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

Progress Towards Achieving Output	Remarks on completion status of planned activities	Completion Status			Planned Activity Results	PLANNED OUTPUT (based on quarterly work plan)
		Not Started	Partially/Not Finished	Fully		
Activity just commenced. Progress of this output has been delayed due to issues with the Biodiversity Specialist's questionnaire to be administered to select key stakeholders in the next quarter.	The stocktaking has commenced. A first draft report of the exercise has been submitted by the Biodiversity Specialist. Subsequent to review of 1 st draft; a supplemental draft questionnaire has been partially completed; Questionnaire to be administered to select key stakeholders in the next quarter.		X		1.1.1 Gender Responsive Stocktaking and review of relevant plans, policies and reports	Output 1.1 Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner.
Activity just commenced. Progress of this output has been delayed due to issues with the Biodiversity Specialist's questionnaire to be administered to select key stakeholders in the next quarter.	This process has been completed. Notwithstanding, the consultations process could result in the addition of other stakeholders.			X	1.1.2 Identification of Stakeholders for Consultations and Awareness	Output 1.1 Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner.
	This process is partially completed. As part of the Vision 2030 Mid Term Framework additional progress was made towards this output.		X		1.1.3 Assessment of the causes and consequences of biodiversity loss	
	This assessment has commenced. A 2 nd draft report has been submitted by the Biodiversity Specialist. Report has been reviewed by the TWG and the International Advisor and was deemed inadequate.		X		1.2.1 Preparation of a problem analysis, Gap identification and implementation of previous NBSAP 2003	
	Progress of this output has been delayed due to issues with the Biodiversity Specialist's questionnaire to issues with the progress anticipated by				1.2.1 Preparation of a problem analysis, Gap identification and implementation of previous NBSAP 2003	
						Output 1.2 In response to the global Aichi Targets, national biodiversity targets are developed in a manner that is attuned to Jamaica's reality

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress Towards Achieving Output
		Fully	Partially/Not Finished	Not Started		
	1.2.2 Setting of National targets, principles and main priorities			X	It is expected that this activity will commence and be completed by the end of the next quarter.	end of November 2015.
Output 2.1 A National Biodiversity Strategy and Action Plan (NBSAP) for Jamaica, anchored into national sectoral and development frameworks, is revised / updated	2.1.1 National consultations for development of strategies and actions to implement agreed targets			X	It is expected that this activity will commence at the start of the next quarter and be far advanced by end of that quarter.	Progress anticipated by end of December 2015. PMU currently participating in other national consultations with key stakeholders to ensure that relevant strategies are incorporated in their plans/policies /frameworks.
Output 2.2 Updated and fully endorsed NBSAP for Jamaica is submitted to the CBD preferably within the deadline set by the COP	2.2.1 NBSAP prepared reviewed and finalized - Enabling activities of the Technical Project Manager (Some activities as this activity runs from January – July)		X		Enabling activities are on-going. Biodiversity/Integration and Coordination Specialists TOR completed and Recruitment/Procurement of a Firm commenced.	Significant progress anticipated by end of July 2015
Output 3.1 National frameworks for NBSAP implementation developed	3.1.1 Preparation of a capacity development plan for NBSAP Implementation			X	Activity not yet started.	Activity projected to start by next quarter.
	3.1.3 Development of a Communication and Outreach		X		Activity 1.2.1 also contributes to this	TPM and PubEd.

Remarks on completion status of planned activities	Completion Status			Planned Activity Results
	Not Started	Partially/Not Finished	Fully	
<p>output; this process has commenced</p> <p>Communications Officer to revise draft communication strategy document.</p>				Strategy
<p>Follow-up to be undertaken in the next quarter.</p> <p>thirty-five (35) stakeholders in the last quarter; Consultations/focus group discussions being planned by the Biodiversity Specialist. no additional activity was done during this quarter.</p> <p>No activity done.</p>	X			<p>3.2.1 Assessment and identification of needs for the preparation of 5th National Report</p> <p>3.2.2 Establishment/strengthening of national coordination structures</p>
<p>Increased and updated web content for the Jamaica CHM website that includes a link to the Fifth National Report, the national invasive alien species database and new links to biodiversity knowledge networks of relevance to Jamaica</p>				<p>3.2.1 Assessment and identification of needs for the preparation of 5th National Report</p> <p>3.2.2 Establishment/strengthening of national coordination structures</p> <p>3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism.</p> <p>3.2.4 Data Entry and Capacity Building Workshop</p> <p>3.2.5 Launch of IAS Database</p>
<p>Activities are on track; remaining activities will be completed in the next quarter.</p> <p>Activities to commence in the next quarter.</p>		X		<p>3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism.</p> <p>3.2.4 Data Entry and Capacity Building Workshop</p> <p>3.2.5 Launch of IAS Database</p>
<p>Activities are on track; remaining activities will be completed in the next quarter.</p> <p>International Trainer/Workshop Co-ordinator was contracted and conducted training at the CHM/IO's National Invasive Species Data and Information Entry Workshop June 24-25, 2015.</p>		X		<p>3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism.</p> <p>3.2.4 Data Entry and Capacity Building Workshop</p> <p>3.2.5 Launch of IAS Database</p>

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress Towards Achieving Output
		Fully	Partially/Not Finished	Not Started		
Output 3.3 Fifth National Report prepared and submitted to the CBD	3.3.1 Commence Preparation of the Fifth National Report			X	No major activities done. Activity 3.2.1 also contributes to this output.	Activities should progress within the next quarter.
Output 4 Project Activities	4.1 National Enabling Activity by Technical Manager (Managerial Input)				On-going/Recurrent	
	4.2 Travel				Ongoing/Recurrent	

V. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION
	May 22, 2015	Spearheaded Display in Commemoration of International Day for Biological Diversity	Public awareness opportunity to share information on the project and its importance to the country.
	June 3, 2015	Participated in the Medium Term Socio-Economic Policy Framework (MTF) Workshop for the Environmental Sector	To notify stakeholders and ensure that the NBSAP Project was recognized as one of the sector's priority action within the MTF for 2015-2018
	June 11, 2015	Participated in the Medium Term Socio-Economic Policy Framework (MTF) National Prioritization Workshop	To ensure that the NBSAP Project was recognized as a priority action.

VI. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt. response	Owner	Submitted, updated by	Last Update	Status
1.	Institutional complexity towards preparation of the NBSAP can negatively affect the efficacy of the NBSAP document	January 2014	Other	P = 5 I = 4	Involvement of relevant institutions from concept design frequent communication to institutions on project progress	NEPA/PSC	Project Management Unit	March2015	no change
2.	Poor Monitoring and Evaluation can affect pace of implementation and delivery	January 2014	Organizational	P = 1 I = 1	Outline of an M&E Framework for effective management and delivery of output	Technical Project Manager (TPM)	Project Management Unit	March2015	reducing
3.	Violation of principles of NBSAP due to lack of enforcement	January 2014	Political	P = 3 I = 5	Engage broad-based stakeholder participation in monitoring for enforcement measures	NEPA/Other Related Regulatory Agencies	Project Management Unit	March2015	no change
4.	Lack of human Resources (Specialists/Experts) can negatively affect the completion of key project	January 2014	Operational	P = 3 I = 5	Target Specialists within local professional groups with the specific skills for preparing strategic	NEPA	Project Management	June 2015	increasing

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt. response	Owner	Submitted, updated by	Last Update	Status
	outputs				action plans		Unit		
5.	Adverse Public opinion/media intervention can lead to a negative perception of the project	January 2014	Other	P = 2 I = 3	Engage media to assist with effective public education and awareness	NEPA/TPM	Project Management Unit	March2015	no change
6.	Short implementation time frame may affect achievement of project outputs	January 2014	Operational	P = 4 I = 5	Immediate recruitment of required national and international consultants	NEPA	Project Management Unit	June2015	increasing
7.	Limited financial resources due to fiscal constraints can lead to low project expenditure and delivery	October 2014	Financial	P = 3 I = 5	Frugal management, efficient delivery and continuous management	TPM	Stakeholders	March2015	reducing
8.	Lack of Information from key sectors can negatively affect the efficacy of the NBSAP and 5 th National Report	October 2014	Strategic	P = 3 I = 5	Utilizing various strategies and tools to solicit information from various sectors in a timely manner.	TPM/Consultants	Stakeholders	March2015	no change

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)
The late submission of deliverables from the Biodiversity Specialist and non-conformity to contract and workplan has negatively impact on the overall delivery of the project.	The Agency terminated the Biodiversity Specialist contract on June 12, 2015	Revised consultancy to be merged with the Integration and Coordination Consultancy and offered to a Firm.	Request for Proposal for new consultancy.

LESSONS LEARNT

TOR was prepared for the Joint Consultancy of Biodiversity/ Integration and Coordination Specialist. Based on the short implementation timeframe, consideration should have been given to procuring a team/firm to undertake the consultancy versus an individual.

VIII. PLANNED ACTIVITIES (NEXT QUARTER –JULY-SEPTEMBER, 2015)

Expected Outputs	Planned Activities	Time			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of Funds	Budget Description	Amount (J\$)
Output 1.1 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 Gender Responsive Stocktaking and review of relevant plans, policies and reports				Biodiversity/ Integration & Coordination Specialist	GEF	71300	\$688,800.00
	1.1.3 Assessment of the causes and consequences of biodiversity loss				Biodiversity/ Integration & Coordination Specialist	GEF	71300/75700	\$229,600.00
Output 1.2 In response to the global Aichi Targets, national biodiversity targets are developed in a manner that is attuned to Jamaica's reality	1.2.1 Preparation of a problem analysis, Gap identification and lesson learned on implementation of previous NBSAP 2003				Biodiversity/ Integration & Coordination Specialist	GEF	71200/71300	\$320,000.00
Output 2.2 Updated and fully endorsed NBSAP for Jamaica is submitted to the CBD preferably within the deadline set by the COP	2.2.1 NBSAP prepared reviewed and finalized - Enabling activities of the Technical Project Manager (Some activities as this activity runs from January – July)				Project Coordinator	GEF	71300	\$523,790.91
3.1 National frameworks for NBSAP implementation developed	3.1.3 Development of a Communication and Outreach Strategy				TPM/ /International Advisor/ Biodiversity/ Integration & Coordination Specialist	GEF	71200/71300	\$456,335.49
3.2 Output 3.2 Increased and updated web content for the Jamaica CHM website that includes a link to the Fifth National Report, the national invasive alien species database and new links to biodiversity knowledge networks of relevance to Jamaica	3.2.1 Assessment and identification of needs for the preparation of 5th National Report				Biodiversity/ Integration & Coordination Specialist	GEF	71300	\$320,712.00
	3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism				Biodiversity/ Integration & Coordination Specialist/IOJ	GEF	72800	\$553,535.75
	3.2.4 Data Entry and Capacity Building Workshop				Project Coordinator/ IOJ	GEF	72800	\$205,000.00

Expected Outputs	Planned Activities	Time			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of Funds	Budget Description	Amount (J\$)
Output 3.3 Fifth National Report prepared and submitted to the CBD	3.3.1 Preparation of the Fifth National Report				Project Coordinator/ Biodiversity Specialist	GEF	71300	\$238,000.00
Output 4 Project Activities – To include procurement of Biodiversity/Integration & Coordination Specialist	4.1 National Enabling Activity by Technical Manager (Managerial Input)				Project Coordinator	GEF	71300	\$224,481.00
	4.2 Travel				Project Coordinator	GEF	71600	\$180,000.00
							Total	\$3,940,255.15

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)
- 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 MCHAMBERS Date: 23-9-2015

Reviewed & Approved by: Sheila Simpson Date: 23 Sept. 2015

UNDP Resource Person:

Accepted by: Nora McKay Date: 28-9-2015

Nora McKay, PROGRESS OFFICER (Signature)



Annex I: Assets Inventory

Project Title: National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Jamaica

Award Number: 000

Project Number: 76339

Date of Report: April 10, 2015

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								
Asset Profile 2 - Furniture											
5			Furniture or Fixture	Torch 1600x1200 L-Type Desk-	1	NEPA - Project Management Unit	NEPA-143-102-03	December 18, 2014	\$27,261.00	NEPA	
6			Furniture or Fixture	Torch 2-Drawer Mobile Pedestal	1	NEPA - Project Management Unit	NEPA-143-109-01	December 18, 2014	\$13,840.20	NEPA	
Asset Profile 3 - Electrical											
9			Electrical Equip. or Computer								
10			Electrical Equip. or Computer								
Asset Profile 4 - Heavy Machinery											
13			Heavy Equip. or Generator								
14			Heavy Equip. or Generator								
Asset Profile 5 - Non Capitalized Items											
17			Other (less than 1,000 \$)								
18			Other (less than 1,000 \$)								

Project Manager *DIONE CHAMBERS*
 Date and Signature *DIONE CHAMBERS*
23-9-2015

Programme Officer
 Date and Signature

Deputy Resident Representative
 Date and Signature *Monika Laurel*
28 Sept 2015

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date: 27-May-15

Country: JAMAICA
 Programme: Jamaica Country Programme - Environment
 Project Code & Title: UNDP GEF PIMS# 5192, Project ID# 76339, Output# 87787 - National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Jamaica
 Responsible Officer(s): Diane Chambers
 Implementing Partner: National Environment & Planning Agency (NEPA)

Type of Request:
 Direct Cash Transfer (DCT)
 Reimbursement
 Direct Payment

Currency: USD			REPORTING				REQUESTS/ AUTHORIZATIONS		
Outcome	Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount
			MVA-MATYFI A	B	C	D = A - C	Nov-14 E	F	G = D + F
1	1.2.1 Preparation of a problem analysis, Gap identification and lesson learned on implementation of previous NESAP 2002	71205 (GEF)	31,900	800	600	30,700	\$1,800.00	1,800	29,500 28,900
Total			31,300				\$1,800.00	US\$1,800.00	29,500 28,900.00

M. Douglas

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: 1/6/2015 Name: Novlette Douglas Title: Director Planning, Projects, Evaluation & Research
 Signature: *Novlette Douglas*

NOTES: * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart

FOR AGENCY USE ONLY:

FOR ALL AGENCIES	
Approved by:	
Name:	<i>Nona McQuinn</i>
Title:	<i>1/6/2015</i>
Date:	

FOR UNICEF USE ONLY

Account Charges		Liquidation Information	
Cash Transfer Reference:		DCT Reference:	
GEF ref. no. <i>76339</i>		DCT ref. no. <i>Liquidated no</i>	
GL code:		DCT Amount:	0
Training:	0	Less:	
Travel:	0	Liquidation:	
Meetings & Conferences:	0	Amount:	0
Other Cash Transfers:	0	Balance:	0
Total:	0		

FOR UNFPA USE ONLY

New Funding Release	
Activity 1:	0
Activity 2:	0
Total:	0

