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QUARTERLY PROGRESS REPORT (GEF PROJECTS)

Country	JAMAICA		
Reporting period	January - March 2015		
Project number and title	#76339 - National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Jamaica		
Project Duration	January 2014 – December 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	US\$16,984.65 (J\$1,963,425.04)		
Current Quarter Advance	0.00	Current Quarter Expenditure by IP:	*US\$16,984.65
		Direct Payments made by UNDP:	US\$675.69
Annual Expenditure to Date	US\$16,984.65	Current Year Delivery to Date	8.28%

Description of In Kind Contribution (attach any supporting documents) : Provision of Project Management Unit by the Government of Jamaica	Total Estimated Monetary Value : US\$30,000.00
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* Note that IP expenditure of J\$1,963,821 does not appear on 1st Qtr 2015 CDR due to period closing prior to liquidation

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 – The multi-sectoral/stakeholder NBSAP TWG has now been established; fifteen (15) members have been confirmed, it is envisaged that at least 3 additional members will also be confirmed.

The Gender Responsive Stocktaking and the Gap Analysis and Lessons Learnt exercises have commenced by the Biodiversity Specialist and first drafts of the respective exercises has been submitted. There has been no activities towards the setting of National biodiversity targets; the Biodiversity Specialist has plans to undertake this process in the next quarter. Additionally the Project Roadmap was completed by the Technical Project Manager; the International Advisor has subsequently reviewed and provided feedback on the document.

Output 2 – 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 – Activities towards the Strengthening of the CHM at IOJ were inter alia: Procurement for the Renewal of the Arc GIS Licence for the CHM was completed; Contribution towards the purchase of Satellite Imagery for Jamaica was also approved and payment made to the Land Information Council of Jamaica via the Ministry of Water Land Environment and Climate Change (MWLECC) on behalf of the IOJ. The services of the Project Assistant for the CHM was also completed, the candidate was selected on March 11, 2015 and contracted on March 26, 2015. Request for Proposal was done for the supply of IT hardware and Software for the CHM was also completed.

Other accomplishments by the project included:

- The contracting of the Biodiversity Specialist and the International Advisor on January 12, 2015 and February 1, 2015 respectively.
- The facilitation of two (2) PSC meetings (January 29th and March 25th).
- TPM participation in the Caribbean Sub-regional Capacity Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization, St. Johns, Antigua March 9-13, 2015.

Challenges encountered was primarily the late submission of deliverables from the Biodiversity Specialist, which has impacted the delivery of the International Advisor, hence a negative impact on the overall delivery of 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	B	C		D	E	(A+C)-E
Output 1 - 1.1.2 Identification of Stakeholders for Consultations and Awareness	\$127,981.29	0	0	October 2014	\$69,362.40	\$293,604.34	-\$165,623.05
Output 1 - 1.1.3 Assessment of the causes and consequences of biodiversity loss							
Output 2 - 2.2.1 NBSAP prepared reviewed and finalized - Enabling activities of the Technical Project Manager	\$215,126.27	0	0	October 2014		\$400,175.25	-\$185,048.98
Output 3 - 3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism	\$1,522,665.00	0	0	October 2014		\$916,538.61	\$606,126.39
Output 4 - 4.1 National consultant (Project Manager 30%)	\$97,652.48	0	0	October 2014		\$353,106.84	-\$255,454.36
Output 4 - 4.2 Travel							
Total	J\$1,963,425.04	0	0		J\$69,362.40	J\$1,963,425.04	J\$0.00
Cash in hand @ end of reporting period							J\$0.00
Commitments @ end of reporting period							J\$123,615.32
Please note: NEPA advanced \$123,615.32 to the project for expenditure during the quarter.							

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	No working group is established	One (1) Project Inception Workshop done Plans are advanced for the establishment of one (1) multi-sectoral/multi-stakeholder working group	1 multi-sectoral /stakeholder Technical Working Group (TWG) has been established.	-	-	-	Working Group established and has had at least 1 meeting	Inception Workshop done and the establishment of a multi-sectoral/ multi-stakeholder working group
	Number of national targets defined in response to the global Aichi Targets	Targets defined in NBSAP (2003)	National targets not yet developed.	National targets not yet developed.	-	-	-	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)
<p>OUTCOME 2</p> <p>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.</p>	Status of NBSAP vis-à-vis the guidance in the CBD Strategic Plan (2011-2020).	NBSAP is out of date and does not consider newer biodiversity conservation targets	Literature review being done.	<p>Activity just commenced.</p> <p>Development of Draft Strategy and Action Plan not yet started</p>	-	-	-	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
<p>OUTCOME 3</p> <p>National frameworks for resource mobilisation, Convention</p>	Status of the national clearinghouse mechanisms (CHM).	CHM is periodically updated and is linked to the CBD site, the CBD's biosafety portal, bird	Consultative discussions on capacity needs.	Assessment of capacity needs has been completed and strengthening and updating of database has	-	-	-	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		commenced.					
	Status of the capacity, technology and financial frameworks for implementing the revised NBSAP.	No framework exists	No framework exists	Communication Plan 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)	Information requested; Literature review being done.Fifth National Report not yet done.	Fifth National Report not yet done.	-	-	-	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]**

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 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		X		The stocktaking has commenced. A first draft report of the exercise has been submitted by the Biodiversity Specialist; report was subsequently dispatched to the Technical Working Group (TWG) and the International Advisor (IA) for comments.	Activity just commenced.
	1.1.2 Identification of Stakeholders for Consultations and Awareness	X			This process has been completed. Notwithstanding, the consultations process could result in the addition of other stakeholders.	
	1.1.3 Assessment of the causes and consequences of biodiversity loss		X		This process is partially completed. A Project Roadmap was prepared by the Technical Project Manager; this was subsequently assessed by the International Advisor.	
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		X		This assessment has commenced. A first draft report of the exercise has been submitted by the Biodiversity Specialist; report was subsequently dispatched to the Technical Working Group and the International Advisor for comments.	Activity just commenced.

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.	
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 completed by the end of the quarter.	Meeting arranged with the Biodiversity Specialist to prepare a schedule of the consultations.
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. The late submission of some deliverables has impacted the delivery rate of the project.	Plans are being formulated to improve the delivery rate of the project.
Output 3.1 National frameworks for NBSAP implementation developed	3.1.1 Preparation of a capacity development plan for NBSAP Implementation		X		Activity 1.2.1 also contributes to this output; this process has commenced.	Activity not yet started.
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		X		Subsequent to dispatch of letter to 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.	Follow-up to be undertaken in the next quarter.
	3.2.2 Establishment/ strengthening of national			X	No activity done.	Activities to commence in the next quarter.

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		
	coordination structures					
	3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism		X		Components/activities planned for this quarter completed; Renewal of the Arc GIS Licence for the CHM was completed; Contribution towards the purchase of Satellite Imagery for Jamaica completed. The services of the Project Assistant for the CHM to assist with updating the database was contracted on March 26, 2015.	Activities are on track; remaining activities will be completed in the next quarter.
Output 3.3 Fifth National Report prepared and submitted to the CBD	3.3.1 Commence Preparation of the Fifth National Report		X		Activity 3.2.1 also contributes to this output.	Activities and follow-up to be undertaken in 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
	February 24, 2015	Presented on the NBSAP Project at the Faculty of the Built Environment Lecture Series on, University of Technology.	Upon invitation the opportunity was used to share information on the project and its importance to the country.
	March 9-13, 2015	Participated in the Caribbean Sub-regional Capacity Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization, St. Johns, Antigua	The workshop enabled capacity building for the Technical Project Manager. The workshop also enabled sharing of ideas regarding communication and resource mobilization strategies at a regional level also assisted in collectively assessing entry points within the NBSAP and Aichi Targets for biosafety.

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

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt. response	Owner	Submitted, updated by	Last Update	Status
4.	Lack of human Resources (Specialists/Experts) can negatively affect the completion of key project outputs	January 2014	Operational	P = 3 I = 5	Target Specialists within local professional groups with the specific skills for preparing strategic action plans	NEPA	Project Management Unit	March2015	reducing
5.	Poorly managed stakeholder Relationships can negatively affect participatory processes and acceptance of key project outputs	January 2014	Strategic	P = 2 I = 5	Involvement of relevant stakeholders at an early stage of project development and execution	TPM	Project Management Unit	March2015	no change
6.	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
7.	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	March2015	no change
8.	Poor governance and accountability would lead to poor project management and oversight	January 2014	Organizational	P = 2 I = 5	Establish reporting and monitoring framework, with identified responsibilities for state and non-state accountability	NEPA/UNDP	Project Management Unit	March2015	no change
9.	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
10.	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, has also impacted the delivery of the International Advisor, hence a negative impact on the overall delivery of the project.	The consultant was written regarding the matter	A meeting has been arranged with the consultant to discuss the matter and plan the way forward.	Partially resolved.

LESSONS LEARNT

VIII. PLANNED ACTIVITIES (NEXT QUARTER – APRIL-JUNE, 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 Specialist	GEF	71300	\$688,800.00
	1.1.3 Assessment of the causes and consequences of biodiversity loss				Biodiversity 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				International Advisor/ Biodiversity Specialist	GEF	71200/71300	\$525,215.49
	1.2.2 Setting of National targets, principles and main priorities				International Advisor/ Biodiversity Specialist	GEF	71200/ 71300/ 75700	\$1,024,606.47
Output 1.3 National targets, developed in line with the global Aichi Targets, are duly monitored during the project duration and beyond	1.3.1 Preparation of Monitoring Plan and monitoring of National targets during project implementation				International Advisor/ Biodiversity Specialist	GEF	71200/ 71300	\$401,800.00
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				Project Coordinator/Bi odiversity Specialist	GEF	71300	\$1,664,600.00
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	3.1.1 Preparation of a capacity development plan for NBSAP Implementation				International Advisor/ Biodiversity Specialist	GEF	71200/ 71300	\$274,896.00

Expected Outputs	Planned Activities	Time			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of Funds	Budget Description	Amount (J\$)
	3.1.3 Development of a Communication and Outreach Strategy				TPM/Biodiversity Specialist/International Advisor	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 Specialist	GEF	71300	\$320,712.00
	3.2.2 Establishment/strengthening of national coordination structures					GEF	71300 /75700	\$321,440.00
	3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism				Biodiversity Specialist /IOJ	GEF	72800	\$553,535.75
	3.2.4 Data Entry and Capacity Building Workshop				Project Coordinator/ IOJ	GEF	72800	\$704,872.00
	3.2.5 Launch of IAS database				Project Coordinator/ IOJ	GEF	72800/75700	\$609,588.00
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	\$1,480,941.96
Output 4 Project Activities – To include procurement of Integration and 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	\$170,000.00
							Total	\$10,175,215.07

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: ALONE CHAMBERS Date: 28 MAY 2015

Reviewed & Approved by: Shelia Simpson Date: 28 May 2015

UNDP Resource Person:

Accepted by: Nonah Mylly Date: 29 May 2015

Nonah Mylly (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* Programme Officer
Date and Signature *28-5-2015* Date and Signature

Deputy Resident Representative
Date and Signature

