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QUARTERLY PROGRESS REPORT

Country	JAMAICA		
Reporting period	October –December 2014		
Project number and title	#76339 - National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Jamaica		
Project Duration	12 months		
Implementing Partner	UNDP		
Responsible Parties	National Environment and Planning Agency (NEPA), UNDP		
Overall Project Coordinator	Dione Chambers		
Initial Approved Budget	US\$208,350.00	Revised Approved Budget	US\$33,328.00
Balance Brought Forward from Previous Quarter			
Current Quarter Advance	US\$32,067.01 (J\$3,616,838.12)	Current Quarter Expenditure	US\$14,659.22 (J\$1,653,413.08)
Annual Expenditure to Date	(US\$14,659.22) J\$1,653,413.08	Current Year Delivery to Date	45.71 (%Annual exp/approved budget x 100%)

Description of In Kind Contribution (attach any supporting documents)	Total Estimated Monetary Value
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1. SUMMARY OF PROGRESS TOWARDS OUTPUTS (DESCRIBE PROGRESS TOWARDS EACH OUTPUT, CHALLENGES AND OTHER MAJOR DEVELOPMENTS DURING THE QUARTER)

The progress as per output is follows:

1. The Project Inception Workshop was held on October 16, 2014. The provision of cubicle was completed and some furniture procured for the Project Management Unit.
2. Enabling activities of the Technical Project Manager (TPM) is ongoing in terms of facilitating the Project Steering Committee meetings, administrative and reporting activities. The Procurement Process for the Biodiversity Specialist for the Project has been completed and finalization of the contract is in an advanced stage, expected to be complete in early 2015
3. There were no major activities for this output as the activities are depended on the Biodiversity Specialist which is not yet contracted. However, letters have been dispatched to some stakeholders soliciting information towards this output.
4. Enabling activities for this output is ongoing/in progress.

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
1.1 - Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner	0	\$433,002.00	\$433,002.00	October 2014		\$305,020.71	\$127,981.29
2.1 A National Biodiversity Strategy and Action Plan (NBSAP) for Jamaica, anchored into national sectoral and development frameworks, is revised / updated	0	\$1,092,709.52	\$1,092,709.52	October 2014		\$877,583,.25	\$215,126.27
3.3 Fifth National Report prepared and submitted to the CBD	0	\$1,522,665.00	\$1,522,665.00	October 2014		-	\$1,522,665.00
4.0 - Project Activities	0	\$568,461.60	\$568,461.60	October 2014		\$470,809.12	\$568,461.60
	0						
	0						
	0						
	0						
	0						
Total	0	\$3,616,838.12	\$3,616,838.12			\$1,653,413.08	\$1,933,425.04
Cash in hand @ end of reporting period	0						\$1,933,425.04
Commitments @ end of reporting period							

III. INDICATOR TRACKING TABLE (FOR GEF PROJECTS, USE OUTCOME INDICATORS)

(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. Values of indicators in each quarter show the progress towards achieving their corresponding annual targets. Summarize all the Outputs with their respective indicators, baseline and annual targets into the following table as per the example)

OUTPUT# (OUTCOME# FOR GEF PROJECTS)	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
Output 1 OUTCOME 1		0	1	2	2	3	8
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	Not done/No report	Not done	Partially done	Partially done	One (1) Project Inception Workshop held on October 16, 2014. Plans are advanced for the establishment of one (1) multi-sectoral/multi-stakeholder working group	Completed 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	Not done	Not done	Not done	Not done	Not done	National targets in response to the global Aichi Targets are

OUTPUT# OUTCOME# FOR GEF PROJECTS	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
							developed
<p><i>Output 2 Outcome 2</i></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>	<p>Status of NBSAP vis-à-vis the guidance in the CBD Strategic Plan (2011-2020)</p>						<p>Preparatory works towards updating Jamaica's NBSAP in line with the guidance in the CBD Strategic Plan (2011-2020), the Aichi targets and preparation of the Fifth National Report for CBD COP</p>
<p><i>Output 3 Outcome 3</i></p> <p>National frameworks for resource mobilisation, Convention reporting and exchange mechanisms are established and strengthened</p>	<p>Increase in capacity of the national clearinghouse mechanisms (CHM) to administer IAS data. Increase in the capacity, technology and financial frameworks for implementing the revised NBSAP; i. Extent to which the national invasive alien species database is established. ii. Status of data online data entry process. iii. Number of quarterly updates done</p>						<p>Consultative discussions regarding the status of the establishment of the of the CHM</p>

OUTPUT# OUTCOME# FOR GET PROJECTS	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
	per year Increase in the capacity, technology and financial frameworks for implementing the revised NBSAP; i. Extent to which the plan for implementing the NBSAP is developed						A complete plan for implementing the NBSAP, including capacity, technology and finance needs assessment, has been produced and underpins NBSAP implementation
	Improvement in international obligation to the CBD i. Status of submission of the Fifth National Report to the CBD	Not done	Not done	Not done	Not done	Letters requesting information towards the preparation of the Fifth National Report dispatched to thirty-five (35) stakeholder entities.	Commence preparation of the Fifth National Report for Submission 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	Inception Workshop held	X			Inception Workshop held	
	Procurement of Material and Furniture for Project Management Unit.	X			Project Management Unit Completed. Furniture purchased.	
Output 2.1 A National Biodiversity Strategy and Action Plan (NBSAP) for Jamaica, anchored into national sectoral and development frameworks, is revised / updated	Procurement of Material and Furniture for Project Management Unit.				Project Management Unit Completed. Additional Furniture to be purchased.	Contract for Biodiversity Specialist being drafted for signing at the start of the next quarter
	Procurement of Biodiversity Specialist		X		Procurement Process for Biodiversity Specialist Completed. Contract being drafted.	
Output 3.3 Fifth National Report prepared and submitted to the CBD	3.3.1 Assessment and identification of needs for the preparation of 5th National Report			X	The major activities however will not commence until the Biodiversity Specialist is contracted.	Literature review being undertaken. Consultative discussions held with select stakeholders.

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		
	3.3.2 Assessment of the targets set out in the NBSAP and the 2010 targets					Letters requesting information towards the preparation of the Fifth National Report dispatched to thirty-five (35) stakeholder entities.
	3.3.3 Assessment of implementation by various Ministries, Agencies and Departments of Government and the private sector					
	3.3.4 Assessment of Gaps, experiences and opportunities with regards to Aichi Targets					
	3.3.5 Update on Biodiversity status, trends and threats at the National level					
	3.3.6 Commence Preparation of the Fifth National Report in the required format					

V. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION
Output 3.3 Fifth National Report prepared and submitted to the CBD		Letters dispatched to thirty-five stakeholder entities soliciting information towards this output.	THE BIODIVERSITY SPECIALIST HAS NOT YET BEEN CONTRACTED HENCE THIS WAS A INITIATIVE TO START THE PROCESS OF OBTAINING INFORMATION TOWARDS THE OUTPUT.

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	March 11, 2014	Environmental Financial Operational Organizational Political	P = 5 I = 4	Involvement of relevant institutions from Concept design. Frequent communication to institutions on project progress	NEPA/PSC	Project Management Unit	December 2014	no change
2.	Poor Monitoring And Evaluation	March 11, 2014	Financial Operational Organizational	P = 1 I = 1	Outline of an M&E Framework for effective management and delivery of output	NEPA/Technical Project Manager (TPM)	Project Management Unit	December 2014	reducing

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
3.	Violation of principles of NBSAP due to lack of enforcement	March 11, 2014	Environmental Regulatory	P = 3 I = 5	Engage broad-based stakeholder participation in monitoring for enforcement measures	NEPA/Other Related Regulatory Agencies	Project Management Unit	December 2014	no change
4.	Human Resources	March 11, 2014	Financial Other: Availability of the skill locally	P = 3 I = 5	Target Specialists within local professional groups with the specific skills for preparing strategic action plans	NEPA	Project Management Unit	December 2014	reducing
5.	Stakeholder Relationships	March 11, 2014	Operational Organizational Strategic	P = 2 I = 5	Involvement of relevant stakeholders at an early stage of project development and execution	TPM	Project Management Unit	December 2014	no change
6.	Adverse Public opinion/media intervention	March 11, 2014	Political Strategic	P = 2 I = 3	Engage media to assist with effective public education and awareness	NEPA/TPM	Project Management Unit	December 2014	no change
7.	Implementation time frame	March 11, 2014	Operational Organizational Strategic	P = 4 I = 5	Immediate recruitment of required national and international consultants	NEPA	Project Management Unit	December 2014	no change
8.	Poor governance and accountability	March 11, 2014	Operational Organizational Strategic Political	P = 2 I = 5	Establish reporting and monitoring framework, with identified responsibilities for	NEPA/UNDP	Project Management Unit	December 2014	no change

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
					state and non-state accountability				
9.	Financial Resources	October 2014	Operational Organizational Strategic Political	P = 3 I = 5	Frugal management, efficient delivery and continuous management	TPM	Stakeholders	December 2014	no change
10.	Lack of Information	October 2014	Organizational Strategic	P = 3 I = 5	Utilizing various strategies and tools to solicit information from various sectors in a timely manner.	TPM/Consultants	Stakeholders	December 2014	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)
Major activities planned for the quarter was not achieved due to the non-contracting of the Biodiversity Specialist.	Evaluation Meeting and Negotiation meeting facilitated to speed up the Procurement process.		Matter being resolved.

LESSONS LEARNT

Procurement/recruitment of all personnel required for the project should be simultaneous, particularly when the project impinges on a particular expertise.

VIII. PLANNED ACTIVITIES (NEXT QUARTER –JAN-MAR, 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	\$684,000.00
	1.1.2 Identification of Stakeholders for Consultations and Awareness				Biodiversity Specialist	GEF	71300	\$22,908.00
	1.1.3 Assessment of the causes and consequences of biodiversity loss				International Advisor/ Biodiversity Specialist	GEF	71200/ 71300	\$297,804.00
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 Specialist	GEF	71300	\$251,988.00
	1.2.2 Setting of National targets, principles and main priorities				International Advisor/ Biodiversity Specialist	GEF	71200/ 71300/ 75700	\$412,344.00
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	GEF	71300	\$343,620.00
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	\$523,791.00
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\$)
3.2 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	\$229,080.00
	3.2.3 Updating of national invasive aliens species database within the Clearing House Mechanism				Biodiversity Specialist /IOJ	GEF	72800	\$1,453,500.00
Output 3.3 Fifth National Report prepared and submitted to the CBD	3.3.1 Commence Preparation of the Fifth National Report				Project Coordinator/ Biodiversity Specialist	GEF	71300	\$229,080.00
Output 4 Project Activities	4.1 National Enabling Activity by Technical Manager (Managerial Input)					GEF	71300	\$228,000.00
	4.2 Travel					GEF	71600	\$170,000.00
							Total	J\$5,441,723.00

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 Date: 6-3-2015

Reviewed & Approved by: HERIES SIMBON Date: 6 March 2015

JNDP Resource Person:

Accepted by: NOVA MCKAY Prog Ass. - cap-dev. Date: 20 March 2015

NOVA MCKAY (Signature)

