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## QUARTERLY PROGRESS REPORT

<b>Country</b>	<b>JAMAICA</b>		
<b>Reporting period</b>	APRIL 2015 TO JUNE 2015		
<b>Project number and title</b>	UNDP GEF PIMS no. 4967 – Third National communication (TNC) and Biennial Update Report (BUR) to the United Nations Framework Convention on Climate Change (UNFCCC) ; Output 87933		
<b>Project Duration</b>	3 years (2014-2017)		
<b>Implementing Partner</b>	Ministry of Water, Land, Environment & Climate Change		
<b>Responsible Parties</b>			
<b>Overall Project Coordinator</b>	Mr. Albert Daley, Principal Director, Climate Change Division		
<b>Initial Approved Budget</b>	\$467,650.00	<b>Revised Approved Budget</b>	Not applicable
<b>Balance Brought Forward from Previous Quarter</b>	\$412,342.84		
<b>Current Quarter Advance</b>	\$59,686.52	<b>Current Quarter Expenditure (IP)</b>	\$4,228.16
		<b>Direct Payments made by UNDP:</b>	\$19,370.22
<b>Annual Expenditure to Date</b>	\$41,818.88	<b>Current Year Delivery to Date</b>	9%

Description of In Kind Contribution (attach any supporting documents) Provision of project office, utilities, secretarial support	Total Estimated Monetary Value 9166.50
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### I. SUMMARY OF PROGRESS TOWARDS OUTPUTS (DESCRIBE PROGRESS TOWARDS EACH OUTPUT, CHALLENGES AND OTHER MAJOR DEVELOPMENTS DURING THE QUARTER)

**COMPONENT 1 : NATIONAL CLIMATE CHANGE EXPERT HIRED FOR 18 MONTHS CONSULTANCY**

**COMPONENT 2: ON-GOING WITH DATA COLLECTION OF ACTIVITY DATA FOR THE GHG INVENTORY**

**COMPONENT 3: PROCUREMENT STARTED FOR 5 V&A EXPERTS AND 1 CLIMATE SCENARIO DEVELOPER.**

**COMPONENT 8: PART-TIME ASSISTANT HIRED, DEPOSIT ACCOUNTED ACTIVE**



**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
<b>Output 1.1:</b> National Circumstances updated, strategies and plans reviewed, sex-disaggregated data management established;								
Activity 1.1.1. Update data on national circumstances for the period 2006-2012 from stocktaking analysis of SNC, previous climate change activities and in consultations with relevant stakeholders; National Climate Change Expert procured					251.38			
Output4.1: Data Assembly and Scenarios Preparation								
Activity 4.1.6. Procure Furniture and Equipment					17800.10			
Project Management Unit					6473.34			
<b>Total</b>					22115.66			
Cash in hand @ end of reporting period					6400000.00			
	Commitments @ end of reporting period							

### III. INDICATOR TRACKING TABLE

(The Indicator tracking sheet given below is a useful Performance Monitoring tool which can serve as a valuable source of readily available information on project progress. 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)

OUTCOME#	INDICATOR(S)	BASELINE	2014	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2015)	
<b>Outcome1: National Circumstances, Constraints and gaps, Stock-Taking and other Information Assess/Updated;</b>  <b>Output 1.1: National Climate Change Expert selected to complete national circumstances update, strategies and plans review, sex-disaggregated data management examined</b>  <b>Activity 1.1.1: Select national Climate Change Expert to update data on national circumstances for the period 2006-2012 from stocktaking assessment of SNC, previous climate change activities and in consultation with relevant stakeholders</b>	1. Extent to which data for National Circumstances, Constraints and Gaps, data updated	Not done/No report	Not done	Not Done	Partially completed			Partially Completed	
	2. Number of stakeholders' consultations conducted in support of data gathering	0	Not done	0	0			1	
<b>Outcome2: GHG Inventory updated; establishing domestic MRV examined developed.</b>  <b>Output 2.1: Establish National GHG Inventory Team</b>  <b>Activity 2.1.1: Procure GHG Experts (1 International &amp; 5 Local)</b>  <b>Activity 2.2.1: Organize training workshop</b>  <b>Output 2.2 Data availability and quality determined</b>  <b>Activity 2.2.1 Review GHG information in SNC; establish linkage with data sources; complete report</b>  <b>Output 2.3: Methods determined and data compiled</b>  <b>Activity 2.3.1: Determine appropriate Tier level(s); compile data for inventory;</b>	1. Status of completion of GHG Inventory	GHG Inventory 2000-2005	Not done	Partially completed	Partially completed			GHG Inventory completed	
	2. Number of costed mitigation project concepts developed	0	0	0	0			0	
	3. Status of identification of national institutional arrangements and framework for domestic MRV	No national institutional arrangements and framework for domestic MRV exists	Note done		0				Identified
	4. Status of development of GHG Database	No Database	Note done	Not done	0				Database launch completed

OUTCOME#	INDICATOR(S)	BASELINE	2014	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2015)
<b>Outcome3: Programme actions and plans developed using improved V&amp;A Methodologies and Tools</b>  <b>Output 3.1: Establish National Vulnerability and Adaptation Assessment Team</b>  <b>Activity 3.1.1: Procure Experts for V&amp;A Assessments (5 sector Experts, 1 Scenario developer.</b>  <b>Activity 3.1.2: complete climate scenarios; review information in SNC</b>  <b>Output 3.2 : Approaches, tools and methods identified and validated, implemented projects evaluated and new projects identified</b>  <b>Activity 3.2.1: Selection of tools and methodologies</b>  <b>Activity 3.2.2: Complete workshop to identify data sources</b>	1. Number of sectors with programmes, plans and actions developed to facilitate adaptation to Climate Change.	No updates on programmes, plans, actions for the 5 sectors	0	0	0			Partially developed for 5 most vulnerable sectors
	2. Number of sectors with case studies on V&A to CC impacts.	Case studies on 5 communities V&A and CC impacts	0	0	0			Partially developed for 5 (additional) locations for 5 vulnerable sectors
	3. Number of climate scenarios developed.	Climate projections for 2015, 2030, 2050	0	0	0			4 Climate scenarios for 2020, 2030, 2050, 2080 completed
<b>Outcome 4: Steps to mitigate Climate Change</b>  <b>Output 4.1: Data assembly and scenario preparation</b>  <b>Activity 4.1.1: Procure Mitigation Expert (Local/International tender); procure Furniture and Equipment; procure supplies.</b>	Status of update of mitigation assessments using LEAP model	Mitigation assessment using 2000 data	Not done	Not done				
	Status of completion of national mitigation strategy	No Strategy						
	Status of assessment of the impact of CC mitigation measures on national development	No assessment						Assessment on CC mitigation measure on national development partially done
	Status of setting up of Project Management Unit within Climate change Division	No unit	Partially complete	Partially complete	Complete			Unit established

<b>Outcome 5: TNC and BUR process promoted through advocacy and communication.</b>	Status of attendance of Jamaican delegation at the COP to the UNFCCC	Support to delegation at 2009 COP	2	0	0		2
	2. Number of sessions of Climate Change Roundtable dialogue held.	8 Pre and post COP sessions held since 2009 COP	8	1	0		2
<b>Outcome 6: Compiled and edited TNC and BUR Reports</b> <b>Output 6.5: compile and edit TNC and BUR reports</b>	1. All components and chapters completed for BUR and TNC respectively.	Not done/No Report	Not done	Partially completed	Partially completed		Final BUR completed and TNC partially completed

**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: National Circumstance updated, strategies and plans reviewed, sex-disaggregated data management established; procure national Expert	1.1.1. Select National Climate Change Expert to update data on national circumstances for the period 2006-2012 from stocktaking assessment of SNC, previous climate change activities and in consultations with relevant stakeholders.		X			Consultant selected, contract will be signed by end of second week of July 2015
Output 2.3: Methods determined and data compiled	2.3.1. Data Collection Determine the appropriate Tier level(s), methods/approaches and emission factors (EFs) for estimating GHG emissions from the five sectors of energy, industrial processes, waste, agriculture and land use change and forestry for gases reported in SNC		X		Difficulties in meeting May deadline due to reluctance of data providers and request for payment	Data collection extended by one month to the end of June 2015; Tier 1 inventory completed; Tier 2 pending; consultation planned for July 28 2015.
Output 2.4: GHG inventories for 2006-2012 compiled	2.4.1. Complete GHG Emission Calculations and compile first draft National Inventory Report (NIR).		X			
Output 2.5: Establishing domestic MRV system explored	2.4.2. Organize and conduct workshop(s) with data providers to review emission calculations and to incorporate any feedback into revised draft.			X		
<b>Output 3.1: Establish National Vulnerability and Adaptation Assessment Team</b>	3.1.1. Establish National Vulnerability and Adaptation Assessment Team (NVAT) consisting of National Experts (NEs) for each of the five sectors of Water Resources, Agriculture, Human Health, Coastal Resources (bio-physical impacts), and Coastal Resources (socio-economic impacts including the Tourism sector).		X			Consultants selected, contracts will be signed by third week of July 2015.
	3.1.2. Complete climate projections for 2020, 2030, 2050, 2080 and 2100 for temperature, rainfall and tropical cyclone activities			X		Contract will be signed with scenario Developer by third week of June 2015.
<b>Output 7: Monitoring &amp; Evaluation</b>	7.1.3. Hire Part-Time Assistant		x			Project Board met on 14 May 2015; HACT workshop held on 30 June 2015 and contract will be signed with Part-Time Assistant by end of second week of
	7.1.4. Conduct meetings of Project Board and Technical working Groups		x			

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		
	7.1.5. HACT Assessment			x		July, all issues were resolved satisfactorily.
Output8: Project Management Unit in place and Project Board operational	Project Administrator in place	X				
	PSC/PB operating	X				



## V. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION

## VI. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Poor monitoring and evaluation which can result in low delivery of project outputs and expenditure	14 August 2014	Organizational	Low	Outline of an M&E Framework for effective management and delivery of output by the PMU and the PSC	PMU	Jan 2015	June 2015	Reducing
2.	Ineffective stakeholder relationships can negatively affect the data collection and inventory process as well as the process to develop programmes, plans and actions to facilitate adaptation to climate change	14 August 2014	Strategic	Medium	Involvement of relevant stakeholders at an early stage of project development and execution; involving the Project Coordinator in the requesting of data	PMU	Jan 2015	June 2015	Reducing
3.	Fiscal space limitations can negatively affect the pace of project implementation and expenditure	17 April 2015	Financial	High	Sufficient and cautious forecasting is necessary when planning yearly expenditure	PMU	April 2015	June 2015	Unchanged

**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)
Data collection took a longer time than anticipated and may involve additional costs that were not in the approved budget	Identify possible sources within approved budget to cover additional costs.	Appeal to Project Coordinator	Yes

**LESSONS LEARNT**

Include possible costs in budget to pay for data. Any lessons learned related to procurement, fiscal space issues?

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

Expected Outputs	Planned Activities	Time-frame			Responsible Party	Planned Budgets		
		M 1	M 2	M 3		Source of Funds	Budget Description	Amount
OUTCOME 1: National Circumstances, constraints and gaps, stocktaking and other information assessed/ updated,  Output 1.1: National circumstances updated, strategies and plans	1.1.1. Select National Climate Change Expert to update data on national circumstances for the period 2006-2012 from stocktaking assessment of SNC, previous climate change activities and in consultations with relevant stakeholders.  1.1.2 Review and analyse all strategies and plans (national and sectors) related to mitigation and adaptation of Climate Change issues.	x	X	X		GEF	71300	34,818
Outcome 2: GHG Inventory updated and domestic MRV developed.  Output 2.3: Methods determined and data compiled  Output 2.4: GHG inventories for 2006-2012 compiled  Output 2.5: Establishing domestic MRV system explored	2.3.1. Determine the appropriate Tier level(s), methods/approaches and emission factors (EFs) for estimating GHG emissions from the five sectors of energy, industrial processes, waste, agriculture and land use change and forestry for gases reported in SNC.  2.3.2. Compile data in preparation for emission calculations for five sectors and ten gases  2.4.1. Complete GHG Emission Calculations and compile first draft National Inventory Report (NIR).  2.4.2. Organize and conduct workshop(s) with data providers to review emission calculations and to incorporate any feedback into revised draft	x				GEF	71300	11,000
		x				GEF	71200	31,000
		x	X					
		x	X			GEF	75700	40000
Outcome3 : Programme, actions and plans developed using improved V&A methodologies and Tools	3.1.2. Complete climate projections for 2020, 2030, 2050, 2080 and 2100 for temperature, rainfall and tropical cyclone activities		X	X		GEF	71300	24000
	3.1.3 Review sections of SNC related to V&A assessments for the five sectors	x	X			GEF		

Expected Outputs	Planned Activities	Time-frame			Responsible Party	Planned Budgets		
		M <sub>1</sub>	M <sub>2</sub>	M <sub>3</sub>		Source of Funds	Budget Description	Amount
<b>OUTPUT3.1. ESTABLISH NATIONAL VULNERABILITY AND ADAPTATION ASSESSMENT TEAM</b> Output3.2 Approaches, tools identified and validated, implemented projects evaluated and new projects identified	3.2.1. Identify and select appropriate approaches, tools and methodologies for conducting V&A assessments in at least fifteen vulnerable communities (i.e.at least three per sector) for each of the five		x	X		GEF		
	3.2.2. Complete at least one workshops per sector to identify data sources at the macro level on communities vulnerable to the impact of CC for the five sectors, validate the selected approaches, tools and methodologies to be used for the assessments, launch process to select the communities for case studies and to inform relevant stakeholders and the general public of assessments.			x	x		GEF	75700
Outcome 7: Monitoring & evaluation	Part-time Assistant <i>Accounting Services</i>	x	x	X		GEF	71300	1255
Outcome 8: Project Management	Project Administrator / <i>Project Management</i>	x	x	x		GEF	71300	7500
Total :								155,573





**Annex I: Assets Inventory**

Project Title: Third National Communication (TNC) and Biennial Update Report (BUR) to the United Nations Framework Convention on Climate Change (UNFCCC)  
 Award Number: UNDP GEF PIMS no 4967  
 Project Number: 000  
 Date of Report: March 2015

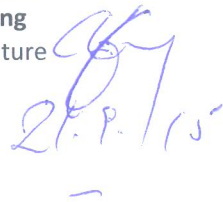
Asset Profile 1 – Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value	Custodian	Remarks
1	JAM10		Vehicle								
2			Vehicle								
3			Vehicle								
4			Vehicle								
Asset Profile 2 – Furniture											
5			Furniture or Fixture	Desks	One	PMU					
6			Furniture or Fixture	Chairs	Nine	PMU					
7			Furniture or Fixture								
8			Furniture or Fixture								
Asset Profile 3 – Electrical											
9			Electrical Equip. or Computer	Dell Latitude E5540 Laptop Computer	One	PMU					
10			Electrical Equip. or Computer	APC 550VA UPS BATTERY BACKUP	Three	PMU					
11			Electrical Equip. or Computer	Projector Screen	One	PMU					
12			Electrical Equip. or Computer	Epson Powerlite Projector	One	PMU					
13			Electrical Equip. or Computer	Sage 50 2015 Premium Accounting software	One	MWLECC					

14			Electrical Equip. or Computer	OptiPlex 9020 Desktop Computers	Two	PMU & PMUMWL ECC					
15			Electrical Equip. or Computer	Sharp MX-261N Copier	One	PMU					
<b>Asset Profile 4 - Heavy Machinery</b>											
16			Heavy Equip. or Generator								
17			Heavy Equip. or Generator								
18			Heavy Equip. or Generator								
19			Heavy Equip. or Generator								
<b>Asset Profile 5 - Non Capitalized Items</b>											
20			Other (less than 1,000 \$)								
21			Other (less than 1,000 \$)								
22			Other (less than 1,000 \$)								
23			Other (less than 1,000 \$)								

**Project Manager:**

**Clifford Mahlung**

Date and Signature



21.11.15

**Programme Officer**

Date and Signature

**Deputy Resident Representative**

Date and Signature





# Inventory of Fixed Asset

Item Description	Make	Inventory Number	Remarks
Projector	Epson	MWLECC/HWTR/48/49/4	
Chair Executive		MWLECC/HWTR/48/02/159	
"		MWLECC/HWTR/48/02/160	
"		MWLECC/HWTR/48/02/161	
Uninterruptable Power Supply (UPS)	APC	MWLECC/HWTR/48/32/33	
Cabinet 4-Drawer Filing	Sterling	MWLECC/HWTR/48/06/194	
"	Sterling	MWLECC/HWTR/48/06/195	
"	Sterling	MWLECC/HWTR/48/06/196	
Copier/Printer	Sharp	MWLECC/HWTR/48/46/14	Serial #3E00534X
Chair Visitor/Straight Back		MWLECC/HWTR/48/01/179	
"		MWLECC/HWTR/48/01/180	
"		MWLECC/HWTR/48/01/181	
"		MWLECC/HWTR/48/01/182	
"		MWLECC/HWTR/48/01/183	
"		MWLECC/HWTR/48/01/184	
Projector Screen	KLIP Extreme	MWLECC/HWTR/48/113/4	
Desk		MWLECC/HWTR/48/05/189	
Pedestal (for Desk)		MWLECC/HWTR/48/92/39	
Computer Desktop		MWLECC/HWTR/48/42/255	
Monitor	DELL	"	Serial # CN-OKW14V-74621-515-38NL
CPU	DELL	"	Serial # 70Y1C42
Keyboard	DELL	"	Serial # Serial# CN-04G481-71616-4AA-OPQL-AOO
Mouse	DELL	"	
Computer Laptop	DELL	MWLECC/HWTR/48/58/34	Serial # X18 82072

*C. J. G.*  
28.9.15

