



Empowered lives.
Resilient nations.

ANNUAL PROGRESS REPORT

Country	JAMAICA		
Reporting period	January – December 2017		
Project number and title	Deployment of Renewable Energy and Improvement of Energy Efficiency in the Public Sector		
Project Duration	36 months / 3 years		
Implementing Partner	Petroleum Corporation of Jamaica (PCJ)		
Responsible Parties	UNDP, PCJ		
Overall Project Coordinator	Tenny Daley		
Initial Approved Budget	USD: \$ 514,188.40 JMD: \$66,227,465.92	Revised Approved Budget	USD: 70,300 JMD:
Balance Brought Forward from Previous Quarter	USD: JMD:	Current Quarter Expenditure by IP:	USD: 20,751.14 JMD: 2,583,738.97
Current Quarter Advance (IF NO ADVANCE, put \$0.00)	USD: \$0.00 JMD:	Direct Payments by UNDP:	USD: JMD:
Annual Expenditure to Date	USD: \$ 64,385.54 JMD: \$8,016,688.66	Current Year Delivery to Date = 91.5% (Annual exp/revised approved budget x 100%)	

Description of In Kind Contribution (attach any supporting documents, e.g. cost of Project Manager, other) N/A	Total Estimated Value of In Kind Contribution (Monetary Value) N/A
---	---

PROJECT EXPENDITURE FOR REPORTING PERIOD (MONTH- MONTH, YEAR)

Output # / Activity Result #	Authorised amount on Revised AWP	Q1 2017 JMD\$	Q2 2017 JMD\$	Q3 2017 JMD\$	Q4 2017 JMD\$	Balance JMD\$ A-(B+C+D+E)
	A	B	C	D	E	F
Outcome 1: Increased knowledge in RE and EE	\$10,165,520.68	\$0.00	\$44,880.69	\$228,732.30	\$1,130,377.86	\$8,761,529.83
	(US: \$78,924.85)	US\$0.00	\$349.14	\$1,787.64	(US \$9,078.56)	(US: \$67,709.51)
<i>1.2.1 Training Needs Assessment – Inception Report</i>				\$1,787.64		
<i>advertisement for Project Manager</i>					364.34	
<i>GSM Consultant Security (miscellaneous)</i>					96.94	
<i>Salary Project Management (local Consultant)</i>					8,635.28	
Outcome 2: A supportive legal and regulatory framework	\$5,607,675.08	\$0.00	\$0.00	\$0.00	\$1,759,273.94	\$3,848,401.14
	(US \$43,537.85)	\$0.00	\$0.00	\$0.00	\$14,129.50	(US \$29,408.35)
<i>Salary Project Management (local Consultant)</i>					14,129.50	
Outcome 3: An operational Energy Performance Contracting Mechanism	\$46,437,275.08	\$423,400.82	\$289,827.14	\$0.00	\$1,385,487.23	\$44,338,559.89
	(US \$360,537.85)	US\$3,315.46	\$2,254.65	\$0.00	(US \$11,127.46)	(US\$343,840.28)
<i>Salary Project Management (local Consultant)</i>					6,599.54	
3.1.2 Esco workshop					4,527.92	

Output # / Activity Result #	Authorised amount on Revised AWP	Q1 2017 JMD\$	Q2 2017 JMD\$	Q3 2017 JMD\$	Q4 2017 JMD\$	Balance JMD\$ A-(B+C+D+E)
	A	B	C	D	E	F
Outcome 4: Project Management	\$4,017,033.72	\$1,373,464.72	\$1,863,309.63	\$1,366,182.96	-\$1,691,400.66	(\$1,105,477.07)
	(US \$31,188.15)	(\$ 10,754.98)	(\$US 14,495.23)	(\$10,677.30)	-US \$13,584.38	\$US8,845.02
4.1.1 Project Board meeting					625.78	
4.1.6 Equipment				911.9		
4.1.10 Communication				382.16	378.72	
4.1.11 – 4.1.13 Project Management				6599.54	11,132.71	
4.1.8 Cost Recovery				2783.7	3,642.73	
<i>NB:negative cause by gl change to spread PMU cost to all activity</i>					-29,364.32	
Total	\$66,227,504.56	\$1,796,865.54	\$2,198,017.46	\$1,594,915.26	\$5,999,879.28	\$62,232,621.56
	(US \$514,188.70)	(\$14,070.44)	(US\$17,099.02)	(US \$12,464.94)	(US \$20,751.14)	(US \$451,730.96)
Cash in hand @ end of reporting period						

I. INDICATOR TRACKING TABLE NN

(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 and annual targets into the following table as per the example)

OUTPUT#	INDICATOR(S)	Baseline	Overall Project Target	Indicator Status 2016	Current Year Progress				Annual Target (DEC 2017)
					Q1	Q2	Q3	Q4	
1.1 Increased knowledge in RE and EE for Individuals in the public sector and strong institutional capacity to support RE and EE development in Jamaica's public sector.	Number of technicians with improved capacity in RE and EE systems (disaggregated by sector public/private (Gender)	No information on the private sector	50 technicians trained (25% women)	0	0	0	0	0	10
	Number of persons from financial institutions trained on RE and EE programmes	No persons from financial institutions trained	20 persons trained, 30% female	0	0	0	0	0	7
	Number of persons trained in MRV disaggregated by sector and sex	No persons trained in MRV	15 persons trained in MRV, 10% women	0	0	0	0	0	5
	Number of technicians trained in testing of RE equipment	Number of technicians trained in testing of RE equipment	10 persons trained in testing of RE equipment	0	0	0	0	0	5

OUTPUT#	INDICATOR(S)	Baseline	Overall Project Target	Indicator Status 2016	Current Year Progress				Annual Target (DEC 2017)
					Q1	Q2	Q3	Q4	
	Number of training institutions benefiting from capacity building activities	0 training institutions benefiting from capacity building activities	3 training institutions benefiting from capacity building activities	0	0	0	0	0	0
Supporting the legal and regulatory framework to facilitate the deployment of small decentralised RE power generation (solar PV) and EE programmes in Jamaica's public sector	Gap analysis for the development of the ESCO industry	No information on ESCO industry	Completion of the gap analysis for the ESCO industry	Not Started	Not Started	Gap Analysis partially completed	Gap Analysis partially completed	Gap Analysis partially completed	Gap Analysis partially completed
	Status of the revision of the building regulations			Not Started	Not Started	Not Started	Not Started	Not Started	Revised Building Code
Establishing an operational Energy Performance Contracting mechanism to	Status of baseline study	RE uptake not completed	Baseline study completed	N/A	Not Started	Not Started	Not Started	Not Started	Baseline study started

OUTPUT#	INDICATOR(S)	Baseline	Overall Project Target	Indicator Status 2016	Current Year Progress				Annual Target (DEC 2017)
					Q1	Q2	Q3	Q4	
facilitates ECSOs in their investments portfolio towards the scale up RE and EE in the public and private sector of Jamaica	Number of hospitals retrofitted with RE and EE Technologies	No hospital retrofitted with RE and EE technologies	4 hospitals retrofitted with RE and EE Technologies	0	0	0	0	0	2

II. PLANNED OUTPUTS, ACTIVITY RESULTS AND ACHIEVED RESULTS FOR THE YEAR (BASED ON AWP)

PLANNED OUTPUT (based on project document)	Planned Activity Results	Completion Status			Planned Budget (US\$)	Expenditure (US\$)	Remarks on completion status of planned activities	Progress
		Fully	Partially/Not Finished	Not Started				
Output 1.1 Recommendations for acceptable industry standards in RE's and EE training and education, particularly in the solar PV subsector developed and capacity of selected training institutions within the RE/EE sector enhanced.	1.1.1 Conduct Assessment on training landscape for RE & EE Technologies with recommendation for standard qualities.			X	25,000	0.00	This activity has not yet started. A Request for Proposal was issued in September 2017 to engage a consulting firm to conduct a detailed assessment of existing Sustainable Energy (Renewable Energy, Energy Conservation, and Energy Efficiency) education and training curricula at the post-secondary level in Jamaica. No Bids were received at the deadline date of October 2017. The TOR is under revision and a survey of prospective firms/individual is being undertaken to go back to tender.	Little progress on this output, assessment of existing gaps and standards for
Output 1.2 Technicians within the public sector trained and certified to acceptable industry standards in renewable energy technology and energy efficiency particularly in the solar photo-voltaic subsector	1.2.1 Assessment of the RE and EE training needs in the selected health facilities		X		12,000	1,787.64	Activity is ongoing. A consultant was engaged in August 2017 to conduct the training needs assessment, however the consultant resigned before finalizing same. Preliminary data collected was submitted by the consultant and the PMU is now drafting a TOR to engage a training institution to complete the training needs analysis.	Progress has been made on this output. The Training Needs Assessment has been confirmed to proceed with training. Once additional curriculum is developed, PMU will certify technicians.
	1.2.2 Conduct Sensitization of Senior Management in Health Sector to build their capacity in RE & EE utilization			X	20,000	0.00	These activities are expected to commence in April 2018.	
	1.2.3 To train Government Officers on technical characteristics of RE systems and EE retrofitting, including procurement and O&M requirements.			X	10,000	0.00		

PLANNED OUTPUT (based on project document)	Planned Activity Results	Completion Status			Planned Budget (US\$)	Expenditure (US\$)	Remarks on completion status of planned activities	Progress
		Fully	Partially/Not Finished	Not Started				
Output 1.3 Selected staff from financial institutions, have increased knowledge in matters of RE, EE and Energy Performance Contracting	1.3.1 To introduce staff from financial institutions to RE and EE investments, including EPC contracting.			X	15,000	0.00	This activity has not yet started. Activity expected to be executed in 2018 under the ESCO Consultant's scope of work. TOR is being finalized with the Regional Technical Advisor and it is anticipated that the RFP will be issued within the first quarter.	Little progress on this output, engaged to institutions Contracting
Output 3.1: Uptake of renewable energy strengthened with the Energy Performance Contracting pilot programme	3.1.1 Conduct ESCO lessons learnt workshop	X			6,000	4,527.92	This activity has been completed. In October 2017, the PMU organized a workshop entitled 'Bridging the Gaps in Developing an ESCO Industry in Jamaica'. The workshop sought to, and improved awareness, among national stakeholders about the key features of an ESCO industry, identify gaps and recommendations towards developing an ESCO industry.	Little progress on this output. workshop with consultant to comprehend renewable Contracting
Output 3.2: Investments in Solar PV, solar water heaters and energy efficiency retrofits in the health sector encouraged	3.2.1 Investment Grade Energy Audits completed in 6 health facilities.		X				Activity is ongoing and is being executed by the PCJ. The consulting firm has submitted draft energy audit reports for all six (6) facilities (Bellevue, National Chest, Sir John Golding, May Pen, Savanna-La-Mar and Black River) and the PCJ is awaiting final reports to be submitted in early first quarter of 2018.	Significant progress achievement energy audit equipment health facilities
	3.2.2 RE and EE Retrofits completed in six (6) health facilities			X	350,000	0.00	This activity has not yet started. However the procurement process is expected to commence in first quarter 2018	

III. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

ACTIVITIES UNDERTAKEN DURING THE YEAR BUT WERE NOT INCLUDED IN AWP

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION
4	Jan 2017	Caribbean Sustainable Energy Forum	The project manager attended the Caribbean Sustainable Energy Forum held in Bahamas on the January 23-25, 2017. The forum sought to link renewable energy policy and strategy to implementation at the regional level, whilst referencing individual member state best practices.
1,2,3	June 2017	Revision of project activities	Activities originally included in the AWP were not measurable and were being refined up to the end of the quarter.
1,2,3	June 2017	Resignation of the Project Manager	The Project Manager resigned unexpectedly in late second quarter. The position was re-advertised and following evaluations an offer was made to the assigned Project Officer who had been acting in the position.
2,3	June 2017	Yale University Intern was assigned to the project.	The intern conducted a preliminary overview on the development of ESCO industry in Jamaica.
1,2,3	OCTOBER 2017	GEF Regional Technical Advisor Mission to Jamaica	The Mission was organized in an effort to boost implementation of the project. Some of the Advisor's recommendations include developing a strategy for Capacity Development (capacity development plan) and creating a technical working group.

VI. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	<i>Lack of communication, and to some extent coordination amongst various stakeholders implementing similar projects</i>	<i>April 2016</i>	Operational Organisational	P=3 I=2	UNDP and the Project Team will maintain strong communication with related projects being implemented in Jamaica, through stakeholder mapping in order to build synergy and avoid duplication. S	<i>Project Manager</i>		<i>31/3/17</i>	<i>Continuous Monitoring</i>
2.	<i>Delay in the technical components of the project due to lack of relevant capacity in sector</i>	<i>April 2016</i>	Operational	P=2 I=4	The Project is designed to build capacity at the technical level to strengthen the RE sector in Jamaica by providing trained personnel that can design, assemble, install and maintain solar PV, solar water heating and	<i>Project Manager</i>		<i>7/10/16</i>	<i>Continuous Monitoring</i>

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
					retrofit EE systems. It will build the necessary awareness for selected personnel from the financial sector and the ESCO industry				
3.	<i>The uptake of the RE Project remains low notwithstanding the availability of the grant funding investment for RE and Soft loans provided by DBJ</i>	<i>April 2016</i>	Financial	P=1 I=3	In collaborating with the DBJ, engage the public sector and financial institutions through sensitization on RE being a viable financial investment and the associate benefits	<i>Project Manager</i>		<i>10/04/17</i>	<i>Continuous Monitoring</i>
4.	<i>The inability of the government to broaden Existing Fiscal and financial incentives because of its IMF commitments.</i>	<i>April 2016</i>	Political	P=2 I=2	This project will support the government's agenda to promote access to cleaner energy sources. As a consequence of the high electricity tariffs, and the costs to Jamaica's public sector (particularly the health sector), intervention in solar PV, solar water heating will redound to tremendous savings for the government.	<i>Project Manager</i>		<i>10/04/17</i>	<i>Continuous Monitoring</i>
5.	<i>Resignation of Project Manager</i>	<i>June 2017</i>	Operational	P=2 I=2	UNDP Programmes unit is providing the required support in the interim until a new PM has been engaged.	<i>Project Manager</i>		<i>10/08/17</i>	Cleared
6.	<i>Procurement Risk – Delay in procurement activity undertaken by the IP</i>	<i>July 2017</i>	Operational	P=2 I=2	UNDP Country Office to provide support to procurement in addition to assuming responsibility for IP procurement process where opportunity for	<i>Project Manager</i>	<i>10/07/17</i>	<i>10/07/17</i>	<i>Ongoing</i>

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
					advancement of process exists				
7.	<i>Lack of timely response from beneficiaries</i>	<i>Sept 2017</i>	Operational	P=2 I=2	Establish a MOU with the MOH to indicate the obligations of each party.	<i>Project Manager</i>	<i>10/09/17</i>	<i>10/09/17</i>	<i>Discussions ongoing with the PCJ for drafting of this MOU</i>
8.	<i>Inability of key stakeholders to indicate what support is required from the project</i>	<i>July 2017</i>	Operational	P=2 I=3	PMU to have consultations with the head of the entities or introduce high level bilateral meetings	<i>Project Manager</i>	<i>10/09/17</i>	<i>10/09/17</i>	<i>Meetings are being conducted by the PMU with the stakeholders</i>
9.	<i>Lack of the required human resource to provide technical support to the project</i>	<i>July 2017</i>	Operational	P=2 I=1	Creation of a technical working group, in addition to engaging a project support specialist	<i>Project Manager</i>	<i>10/09/17</i>	<i>10/09/17</i>	<i>Contract Negotiation Ongoing</i>
10.	<i>Procurement delay due to the inability of the consultant/supplier to honor the signed contract resulting in delays in delivery and a need to restart the procurement</i>	<i>July 2017</i>	Operational	P=2 I = 1	Negotiate the concerns of the consultant/supplier but ensure that the integrity of the contract remains	<i>Project Manager</i>	<i>10/09/17</i>	<i>10/09/17</i>	<i>Continuous Monitoring</i>
11.	<i>Delays in completion of deliverables due to failure of the consultant/contractor in fulfilling the conditions of the contract</i>	<i>July 2017</i>	Operational	P=2 I = 1	Review Past Performance Record. Ensure proper contract management. Hold regular inspections and get progress reports. Maintain accurate records and documentation.	<i>Project Manager</i>	<i>10/09/17</i>	<i>10/09/17</i>	<i>Continuous Monitoring</i>

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)
Late start of activities due to delays in hosting the Inception Workshop within the first three months of project start-up	Inception Workshop was held at the end of the first quarter	None required	yes
Late recruitment of the full Project Management Team	The full PMU came on board by early second quarter	None required	Yes
Some indicators and targets set out in the Project Planning phase were no longer realistic or relevant.	A comprehensive review of the project documents was done with the RTA before and after the Inception Workshop to refine project details.	AWP was revised following the RTA's Mission	Yes
Project logframe was not fully aligned to GEF requirements and some of the activities were not measurable, this resulted in delays in project implementation	Revisions to and the revised logframe was discussed RTA, and the same finalized.	Results framework was revised following the RTA's Mission.	yes
Challenges in finalizing the level of support to key stakeholders such as the Ministry of Energy and the Bureau of Standards Jamaica, this resulted in further delays in executed project activities for the year	Meetings are being arranged with the stakeholders to determine appropriate and measurable activities	Bi-lateral meetings	Yes
Delays experienced by PCJ in contracting the Energy Audit Consultant has delay the execution of activities that would have resulted from the audit reports.	UNDP to provide procurement support to PCJ	Non	Yes

LESSONS LEARNT FROM IMPLEMENTATION CONSTRAINTS NOTED ABOVE

1. The Inception Workshop should be completed within the first quarter to expedite project start up.
2. All agreements should be finalized within the first six months (including Letter of Agreements, and Responsible Party Agreements, etc)
3. The recruitment of all members of the PMU should be completed within first quarter of the project to ensure there is capacity to undertake all of the work associated with project start up and reporting
4. Procurement plans should be adhered to
5. Project activities should be clearly defined prior to the start of the project to minimize delays
6. The energy audit consultant should have been engaged from the start of the project. This would have facilitated the submission of the audit reports within the first six months of project start up (September 2016 – February 2017) given that 70% of 2017 budget was allocated to retrofitting two health facilities.
7. Proper planning is critical to the successful implementation of projects, as such, TOR's and SOW's should be completed in advance (by at least a quarter) factoring the procurement timelines to reduce delays.

STATUS OF PROJECT AT THE END OF THE YEAR

Project Staffing: The recruitment of the other members of the Project Management Unit (PMU) was completed and the Finance and AdministOfficer and Project Officer commenced work early second quarter 2017. Unfortunately the Project Manager also resigned during the second quarter. This resulted in further delays as the newly recruited team members were working overtime to fill the gaps. In the interim, the Project Officer who was based at the PCJ acted as head of the PMU. Following the recruitment process, the Project Officer was successfully assigned to the post. As such UNDP will now need to engage a Project Officer.

Due to delays stemming from the unexpected resignation of the Project Manager and in an effort to expedite project activities, the project is in the process of engaging an Advisor to provide technical assistance to advance project implementation. The scope of work for this consultant includes but is not limited to the development of technical specifications for the recommended RE and EE equipment and the review of deliverables and bids. In addition to that, a ToR has been drafted for a Technical Working Group who will be charged with the responsibility of providing rigorous and independent technical guidance for the project.

Inception Workshop: The 2017 work plan had to be updated to include outstanding activities from the previous year that were incomplete or not yet started. The project inception workshop was held between March 22 -24, 2017 which included participation from a range of stakeholders including the Global Environment Facility's GEF Regional Technical Advisors (Remi Rijs and Ernesto Kraus). The role of the inception workshop was to examine changes, new developments and risks. Discussions at the workshop focused on monitoring and evaluation requirements, documentation of risks, quality assurance activities and tracking tool. Technical aspects including the viability of establishing an ESCO Model was also discussed. Following the workshop a thorough review and update of the project activities and indicators under all outputs was required. This was necessary because there were delays in obtaining approval from GEF and by the time the project was approved the situation in the country had changed, hence the need to re-orient original outputs to match reality. Detailed planning and budgeting for these updates were completed to ensure more accurate information as well as realistic achievements can be included in the revised multi-year work plan.

Quality Assurance Visit: A Quality Assurance (QA) visit was conducted by UNDP Capacity Development team on 31 January 2017, and the results shared at the Project Board meeting held on May 17, 2017. The QA report recommended that there be a focus on continuous risk management. The next Quality Assurance visit was conducted in September 2017.

Project Board Meetings: A total of six board meetings were held during 2017. The highlights of the meetings included a mapping of all the energy related projects being done as a means of reducing overlaps and building synergies. A mapping of the PCJ and UNDP procurement process for solar PVs was aslo done. Delays and/or errors in procurement are an increasing threat to project schedule and delivery. Also discussed at the Project Board Meetings were the challenges affecting delivery such as the hiring of a new PM, reviewing and re-designing of activities as per GEF requirements, the delays in commencing the energy audits and finalizing the support required by key stakeholders such as Ministry of Energy and the Bureau of StandardsSET and BSJ. The delay in commencing the energy audits severely affected project delivery for 2017. The original project budget for 2017 was USD 514,000 of which USD 360,000 was under component 3 for procurement of RE and EE equipment. However with the delays in contracting the firm to conduct the energy audits, the project has not been able to meet its delivery target and the budget was reduced to

70,300 at the end of the year.

Activities

- Investment Grade Energy Audits (IGEAs) – A consulting firm, PowerGen, was engaged in August 2017 to conduct IGEAs in the six hospitals. At the end of the year, revised draft reports were submitted for all six hospitals (Bellevue, Sir John Golding, National Chest, May Pen, Savanna-La-Mar, Black River) and a review of the same was ongoing.
- RE and EE Training Needs Assessment Consultancy for Health Facilities - A consultant was engaged in August to conduct a training needs assessment at the targeted health facilities. The consultant however resigned from the consultancy at the end of the third quarter due to what was described as ‘technical difficulties’. Preliminary data collected was submitted by the consultant and the PMU is now drafting a TOR to engage a training institution to complete the training needs analysis. The scope of work for the selected training institution includes to facilitating workshops for the health sector on the value of renewable energy technology and energy management, facilitating a customized training on solar PVs and solar water heaters for a select number of technicians and facilitating a 3-day training of trainers program for a select number of people from identified regional health authorities and government entities. In addition to that, the selected institutions would also be required to develop guidelines for solar PV installation and maintenance for the health sector operatives.
- RE and EE Training Landscape Assessment - The Request for Proposal, RFP was issued in September to engage a consulting firm to undertake an assessment of the RE and EE training landscape in Jamaica. No bids were received at the deadline date of October 6, 2017. The market for this type of consultancy is not developed and there is an absence of available firms locally that are competent in this area of assessment. As a result the TOR is being revised to engage a international consultant in the first quarter of 2018.
- The project will be supporting the Bureau of Standards Jamaica (BSJ) in strengthening their institutional capacity to undertake energy efficiency testing of equipment. The CARICOM Regional Organization for Standards and Quality (CROSQ) conducted a feasibility study on the BSJ’s capacity to undertake energy efficiency testing was completed and shared with the project. Following a meeting held on December 8th with the BSJ and CROSQ it was agreed that CROSQ through its Renewable Energy and Energy Efficiency (R3E) Project will conduct the recommended training for the BSJ Staff while UNDP GEF5 utilize its portion of funds to purchase the required equipment for the BSJ. The BSJ has committed to submitting an inventory of equipment along with the specifications and manufacturers to the project by mid-January 2018.
- The project will also be seeking to support the Ministry of Science, Energy and Mining through the Board of Examiners (Licensing of Electricians) in transforming the Government Electrical Inspectorate (GEI) into the Government Electrical Regulator (GER). The GER will be responsible for the regulation of the electrical inspection processes, the licensing of electricians and electrical inspectors and the monitoring of work done by the electrical inspectors. The PMU is awaiting a revised proposal from the Board of Examiners (Licensing of Electricians) outlining their plans to strengthen and improve the examination curriculum/regime administered for electricians, to implement a nationwide stakeholders’ consultation and sensitize them of their responsibilities according to the new Electricity Act, and to conduct a public education campaign to introduce the new entity (GER) and its functions to the public.

- A Yale University Intern was assigned to the project during the second quarter and was assigned with the task conducting a preliminary gap analysis for the development of the ESCO industry in Jamaica. The intern consulted with the Petroleum Corporation of Jamaica, Development Bank of Jamaica and the Jamaica Productivity Centre to gather information which was utilized to develop a gap analysis report on the development of the ESCO industry in Jamaica

GEF Mission to Jamaica (October 2017) - Regional Technical Advisor, Ms. Ludmilla Diniz:

- The purpose of the Mission was to ensure that measures were developed and executed to effectively and efficiently improve implementation of the project. Specifically, the objectives were to identify and address the issues impeding project implementation, discuss adaptive management measures (including addressing project risks), and guide the PMU in aligning the project logframe to GEF requirements as well as to enhance robustness to better meet national priorities.
- Overall advice was to advance project activities including finalizing inception phase report including Results Framework changes and AWP for 2017 and 2018, developing a procurement plan for the project, developing a strategy for capacity development and elaborating the main TORs/specifications for publication with the support of technical specialist hired by the project.

HOW IS THE PROJECT PERFORMING OVERALL

There has been a series of discussions with various stakeholders, including the Regional Technical Advisor, RTA's and Implementing Partner IP and the activities are being revised to demonstrate more realistic activities and outputs. The project team has still not been operating at its full capacity as the recruitment process for a project officer is ongoing. As a result the Project Officer who was the acting Project Manager has now been engaged as the Project Manager effective November 6, 2017. It is however anticipated that a replacement for the Project Officer will be identified by early first quarter of 2018. Notwithstanding that the UNDP Programmes unit continues to provide the required support in the interim.

Progress on project outcomes and indicators will significantly improve in 2018 as majority of the activities have been finalized following the Regional Technical Advisor's Mission to Jamaica in October 2017. The slow progress of the project was due mainly to the lengthy procurement process being undertaken by the implementing partner to engage the energy auditor and the issues surrounding the consultant's deliverables. Other factors that affected delivery included the procurement challenges experienced by the project in engaging a consultant to conduct the sustainable energy curricula assessment and the consultant's inability to complete the training needs assessment. The project had challenges in identifying activities to support key stakeholders such as the Bureau of Standards Jamaica (BSJ) and the Ministry of Science, Energy and Technology (MSET).

Notwithstanding the challenges, the investment-grade energy audit reports are at an advance stage and the revised draft reports are being reviewed. A ToR was also drafted to engage an ESCO Consultant by the first quarter of 2018. The ToR has been shared with the PCJ, JPC and UNDP Regional Technical Advisors for feedback. It is anticipated that the ESCO consultant will commence working during the second quarter of 2018.

Meetings and/or discussions were held with the following stakeholders: Component 1: Board of Examiners – to discuss support to the Government Electricity Act, OLADE-to discuss capacity building initiatives and the Bureau of Standards - to agree on an activity to strengthen their institutional capacity to undertake energy efficiency testing of equipment.

Despite the challenges, the PMU remains resolute in advancing project implementation and will be introducing adaptive management strategies to improve delivery and expedite project activities. These strategies include:

- Procure a reputable training institution(s) to conduct the required trainings and to develop the associated manuals/handbooks.
- The engagement of a technical advisor and a Project Officer to support the development of technical specifications and the review of bids and project deliverables.
- Commence, immediately, the development of specifications for solar PVs for at least one hospital.
- Utilize UNDP's long term agreement with Solar PV suppliers to procure the recommended solar PV systems in order to expedite/fast track delivery.

- Procure the lighting technologies under one contract
- Procure air conditioning equipment under two (2) lots instead of three (3) to reduce procurement delays and maximize on time.

HAS THERE BEEN ANY MAJOR DEVELOPMENTS THAT IMPACTED THE PROJECT THIS YEAR (CHALLENGES OR OPPORTUNITIES)?

1. The Project Implementing Partner, PCJ is the executing agency for the US\$40 Million IDB Energy Management Efficiency Programme funded by the Inter-American Development Bank (IDB) which has similar objectives. As such, there is:
 - a. The opportunity to collaborate on capacity building exercises and share knowledge from lessons learned from the project
 - b. The challenge that it is a much larger financial investment could possibly take away other stakeholder interest from our project
 - c. The challenge that the PCJ's technical support for the project may be limited once the IDB project begins implementing.
2. The Ministry of Science, Energy and Technology recently transferred its Energy Efficiency and Conservation Programme (EECP) to the Petroleum Corporation of Jamaica effective April 3, 2017. The Public Sector Energy Conservation Project which was launched in 2012, for which some J\$396 million is being spent on the Public Sector Energy Efficiency and Conservation programme. The objective of this Programme is to enhance Jamaica's energy efficiency and conservation potential through the design and implementation of cost savings Energy Efficiency (EE) and Energy Conservation (EC) measures in the public sector. The Program will: (i) strengthen the institutional capacity of the MSET for implementing EE and EC measures; (ii) invest in EE and EC measures in the public sector; and (iii) increase awareness and knowledge among key public and private stakeholders, together with demand-side management support. This is an opportunity for the project to build synergies and to support the foundation already established by the EECP. The EECP is in the process of developing an EE and EC Standards Manual for the Public Sector in addition to retrofitting public sector buildings. One of the UNDP GEF5 Project targeted health facility, the May Pen Hospital, is also earmarked to be retrofitted by the EECP with energy efficient AC units. This is an opportunity for the project to re-allocate a portion of the funds earmarked to retrofit the May Pen Hospital to other project activities.
3. USAID Caribbean Clean Energy Programme (CARCEP) is tasked with the responsibility of accelerating clean energy investments especially to develop and advance the ESCO model. CARCEP hosted a financial modelling for ESCOs workshop in 2017 and the PMU invited CARCEP in planning and executing the ESCO lessons learn workshop.
4. The Ministry of Health intends to upgrade one of the targeted health facilities, the May pen Hospital, from Type C to a Type B facility. This will result in additional rooms, infrastructure and a better responsive system. This would also mean an increase energy consumption for the facility.

HAS THERE BEEN ANY DEVELOPMENTS IN THE COUNTRY CONTEXT OR THEMATIC AREA THAT HAS HAD AN IMPACT ON THE PROJECT THIS YEAR?

No Major Developments in the Country Context

VIII. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
Partnerships, linkages, inter-agency collaborations	Impact on results and other ongoing activities/initiatives. Any problems encountered with partners during the implementation
Petroleum Corporation of Jamaica (PCJ)	<ul style="list-style-type: none"> • The need to communicate results and challenges timely and effectively to the PMU • Integral in providing feedback on ToRs for Consultants • Inability to assigned dedicated resource to project in accordance with what was original planned
BSJ	<ul style="list-style-type: none"> • Challenges/delays experienced in the BSJ identifying activities that the project can support. • Has agreed in principle to guide the draft national guidelines for the installation and maintenance of Solar PVs through the relevant approval processes.
MSET	<ul style="list-style-type: none"> • Challenges/delays experienced in the BSJ identifying activities that the project can support.
JPC	Supported the planning and execution of the ESCO Workshop
USAID CARCEP	Supported the planning and execution of the ESCO Workshop

SUSTAINABILITY (TO BE COMPLETED ONLY IN THE DECEMBER REPORT)**WHAT'S THE STATUS OF THE SUSTAINABILITY PLAN/EXIT STRATEGY FOR THE PROJECT?**

1. The project was designed to contribute to improved conditions for further investment in the energy sector and particularly the solar PV sub sector. Given all the legal and regulatory, capacity building and institutional strengthening, RE projects and specifically solar PV projects can be sustained over time within an environment that is amenable to growth
2. The pilot derisking mechanism 'Energy Performance Contract' is aimed at providing a sustainable source of financing that does not require substantial initial cost and stringent financial commitment. It offers a good opportunity for the public sector to enter into energy service

contracts with ESCOs without having to provide high upfront investment but can pay for an investment through energy savings. It has excellent potential for scalability to other public sector institutions and replication in the Caribbean region.

3. From the supply side, the project will establish the basis for sustainability by developing a cadre of trained technicians to ensure that there is no dearth of technical skills in the country, which would be encouraging for foreign investors who want to enter the market. The market demand will be driven by the awareness programmes and by the success stories from the demonstration of solar PV and SWH on rooftops.
4. The programme includes a series of trainings for key audiences who will successfully support the development of a scaled-up RE and EE market: financiers, installers, building and facility managers and participants in the EPC pilot programme. Participation in the EPC pilot programme, and associated Jamaica's workforce will be strengthened through these trainings, resulting in higher quality delivery of RE/EE services and the potential for Jamaicans to be more competitive service providers in the region.
5. The EPC pilot program includes an intensive training and orientation (i.e. on-boarding) process for all participants in the pilot program. Participants will be provided with the necessary tools and an associated support network to successfully participate in the program. Participation in the program will provide partners with the ability to be able to enter into future energy performance contracts in the future, given their skill acquired through the pilot program. Additionally, the program's design and structure of training seeks to develop partnerships and a strong network among participations. This will serve to institutionalize the knowledge and use of the training curriculum in the future



Annex I: Assets Inventory

Project Title:

Award Number: 000

Project Number: 000

Date of Report: 10-01-

2018

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								
6			Furniture or Fixture								
7			Furniture or Fixture								
8			Furniture or Fixture								
Asset Profile 3 - Electrical											
9	JAM	Jam10	Electrical Equip. or Computer	Dell Latitude E7270	1	UNDP	F348CG2	12/2016	\$1,109	H. Pinnock	
10	JAM	Jam10	Electrical Equip. or Computer	Dell Latitude E7270	1	UNDP	FFXJBG2	12/2016	\$1,109	T. Daley	
11	JAM	Jam10	Electrical Equip. or Computer	Dell Latitude E7270	1	UNDP	FQZJBG2	12/2016	\$1,109	R. Clarke	
12	JAM	Jam10	Electrical Equip. or Computer	Dell Docking Station	1	UNDP	P100023	07/2017	\$465	T. Daley	
	JAM	Jam10	Electrical Equip. or Computer	Dell Docking Station	1	UNDP	P100017	07/2017	\$465	R. Clarke	
	JAM	Jam10	Electrical Equip. or Computer	Dell Monitor	1	UNDP	P100022	07/2017	\$465	T. Daley	
	JAM	Jam10	Electrical Equip. or Computer	Dell Monitor	1	UNDP	P100016	07/2017	\$465	R. Clarke	
Asset Profile 4 - Heavy Machinery											
13			Heavy Equip. or Generator								
14			Heavy Equip. or Generator								
15			Heavy Equip. or Generator								

16		Heavy Equip. or Generator								
Asset Profile 5 - Non Capitalized Items										
17		Other (less than 1,000 \$)								
18		Other (less than 1,000 \$)								
20		Other (less than 1,000 \$)								

Project Manager
Date and Signature
Terry Daley
26.02.2018

Programme Officer
Date and Signature
R. Kelly
28/02/2018

Deputy Resident Representative
Date and Signature
Elise Lawrence
Michelle Lauref
14 Oct 2018

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 | 5. Unplanned activities during quarter |
| 2. Project Expenditure for Reporting Period | 6. Risk Log |
| 3. Indicator Tracking Table | 7. Implementation Constraints and Lessons Learned |
| 4. Planned Outputs, Activity Results, and Achieved Results for the quarter | 8. Planned Activities |

Any new deliverable(s) for this quarter?

Yes No

Has deliverable(s) been submitted to UNDP

Yes No

Signed Asset inventory

Signed report by Project Management

Project Management: (This should be the persons whose name is in the Signatory Registry)

Prepared by: Richard Clarke Date: 26.01.2018

Reviewed & Approved by: Terry Daley Date: 28.02.2018

UNDP Resource Person:

Accepted by: Sharon Napier Date: 28/02/2018



(Signature)