

2011 ANNUAL PROJECT REPORT (APR)

The APR is a self-assessment exercise by the project management that serves as the basis for assessing the performance of UNDP programmes and projects and their contributions to the intended CPAP outcome through outputs. The APR should provide an accurate update on project results, identify major constraints and propose future directions. It should also provide information to assess the *financial performance* of the project: budget utilization, remaining funds, explanation of the discrepancies between financial and physical delivery based on the comparison between budget requested for the activities reflected in the AWP and the final cost of the activities implemented (if relevant). It should also reflect the actions taken to address the *NIM/NGO Audit findings and Spot Check observations*.

Some important notes:

- Submission deadline is **30 November 2011**.
- Be brief and focus only on achievements/challenges of the reporting period (2011).
- You may add additional fields if required, but you are requested to report on ALL fields in this template.
- The APR should provide information of what went well or what went wrong, and the factors contributing to success or failure.
- Don't forget to report on the cross cutting issues such as gender and HRBA.

For project: Strengthening Coordination for Effective Environmental Management (STREEM)

Period covered: June 2009 – June 2012

1. PROJECT PERFORMANCE – CONTRIBUTION TO THE CPAP OUTCOMES:

[The table below briefly analyses the contribution of the project during the period of review towards the attainment of the respective CPAP outcome. The report should concentrate on the "Update on outputs" column, but may also have inputs or views for the column "Update on outcome"]

CPAP Outcome (Outcome Indicators)	Update on outcome	Annual Outputs (Use project document or Annual Work Plan)	Update on Outputs (Achievements, outputs produced)	Reasons if progress below target	Update on partnership strategies	Recommendations and proposed actions
1. Energy and ENR-Policies Harmonized	none			If applicable. Explores underlying factors and reasons for gaps impeding the achievement of outputs	Updates on current partnership strategy and their functioning as well as formation of new partnership as needed	Clear recommendations for the future approach to address the main challenges. Corrective measures, Responsibilities.
2. Energy and ENR issues resolved	none					
3. Sectoral Policy gaps addressed	none					
4. Development plans enhanced	Positive Change	<ul style="list-style-type: none"> • Increased understanding and commitments on MEA coordination (Achieved) 	<p>IEC activities on MEAs were conducted to increase awareness of local stakeholders to MEA concerns and possible strategies that they could implement to address them. This include:</p> <ul style="list-style-type: none"> ☑ Orientation Seminar on MEAs last March 9-10, 2011 in Puerto Princesa, Palawan and pilot barangays within PPSRNP ☑ Cross-visit to San Carlos City to learn about their best practices in biodiversity conservation, climate change 			

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		<ul style="list-style-type: none"> Application of tools for enhanced MEA implementation at the local level (Achieved) Priorities and sequences of activities for MEA implementation are identified in the LGU pilot site (Achieved) 	<p>mitigation/adaptation, and sustainable land management last June 14-17, 2011</p> <p>Pre-tested the planning tool for mainstreaming MEA thematic concerns (i.e. biodiversity, climate change and land degradation concerns) into the Barangay Development Plans (BDPs) last Nov.10-12, 2011.</p> <p>Local stakeholders in one of the pilot site barangays were able to identify and prioritize MEA related activities that should be addressed in their Barangay Development Plans (BDP) and Protected Area Management Plan (PAMP).</p>			
5. MEA Commitments complied	Positive Change	<ul style="list-style-type: none"> Establishment of National Technical Coordinating Committee (NTCC) for MEAs (Achieved) 	<p>CCMRD was reactivated with additional functions as the NTCC for MEAs. This was supported by the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> PCSD Res. No.1 (2011) <input checked="" type="checkbox"/> DENR Special Order 2011-246 designating Usec. Demetrio Ignacio, Jr. and Undersecretary Analiza R. Teh as Chairperson and Alternate Chairperson of the CCMRD; and 			

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		<ul style="list-style-type: none"> • Business Plan for the CCMRD as the NTCC developed and implemented (Achieved) • National incentive system for coordinated implementation designed and developed (Partially Achieved) 	<p><input checked="" type="checkbox"/> DENR S.O. 2011-699 designating the DENR Policy and Planning Studies Office (PPSO) as CCMRD Secretariat with Dir. Eriberto Argete as the Head Secretariat</p> <p>Draft Business Plan was developed to sustain CCMRD operations as NTCC for MEAs. This was already validated to CCMRD members for final approval.</p> <p>A menu of the incentive system was presented to MEA FPAs for possible adoption. Among those incentive systems are:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provision of travel allowances; <input checked="" type="checkbox"/> Provision of onoraria; <input checked="" type="checkbox"/> Conduct of cross-visits; <input checked="" type="checkbox"/> Attendance to local/international training for designated staff for the sustainability of the MEA website; <input checked="" type="checkbox"/> Provision of hardware and software for partner agencies/ organizations on MEA website; <input checked="" type="checkbox"/> Giving of tokens for interviewees on baseline 	<p>Possible sources of funds for the incentives yet to be identified.</p>		<p>Drafting of the proposed enabling document to adopt or pilot the proposed incentive systems in the pilot site.</p>

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		<ul style="list-style-type: none"> Potential tools to promote local level coordination developed & operationalized (Partially achieved) 	<p>surveys;</p> <ul style="list-style-type: none"> Provision of financial assistance to IPs (in kind); and Provision of scholarship/educational assistance for children of IPs Awarding of certificates and/or recognition <p>Among the tools being finalized were as follows:</p> <ul style="list-style-type: none"> Philippine MEA portal website Draft online monitoring format to monitor the proposed activities in the JPA Policy issuances for adoption of proposed tools 	<p>On-going refinements of the tools being undertaken</p>		

2. PROJECT PERFORMANCE – IMPLEMENTATION ISSUES:

[Constraints in progress towards results, that is, issues, risks and reasons behind the constraints. Please fill out the “top three” such challenges. More can be added if considered necessary.]

List the three main challenges experienced during implementation AND propose a way forward. Note any steps already taken to solve the problems.

PROBLEMS ENCOUNTERED	ACTIONS TAKEN
<p>1) Challenge in getting common schedule among MEA FPA representatives– most of them are already overloaded with tasks from other foreign assisted projects (FAPs) that are competing for their time on top of their regular workloads. This has affected the scheduling of the tasks and activities where their representation is needed.</p>	<p>1) scheduling ahead of time at least 3 weeks to 1 month before the intended activity to get the schedule of all MEA FPA representatives;</p>
<p>2) delays in the submission and acceptance of the outputs of the consultants - this is usually connected to the above concern especially when a decision has to be made whether to accept their report or amend some parts of it. Late submissions of outputs are sometimes unavoidable.</p>	<p>2) close coordination with the consultants through emails and personal meetings ensuring that the report would have the necessary details that MEA FPAs would expect in the TWG; and</p>
<p>3) overly strict finance regulations at the pilot site LGU level – fund disbursements at the local level were very slow and often delayed because of the overly strict financial regulation at the pilot site. The Finance Accounting Unit at the LGU level has several layers of approval and audit requirements which makes the releasing of funds delayed vis-à-vis the desired target date of implementation.</p>	<p>3) expenses for the activities incurred at the local level are being charged directly to the PCT.</p>

3. RATING ON PROGRESS TOWARDS RESULTS:

FOR OUTCOMES:

- Positive change (determined by evidence of movement from the baseline towards the end target measured by an outcome indicator)
- Negative change (reversal to a level below the baseline measured by an outcome indicator)
- Unchanged

FOR OUTPUTS: Applied to each output target

- No (not achieved)
- Partial (only if two-thirds or more of a quantitative target is achieved)
- Yes (achieved)

Outcomes	Output Indicators	Target	Output	Rating
Outcome 1 - National Rio Convention Stakeholders are effectively coordinating the preparation and implementation of related policies, program and project activities	Issuance of EO for coordination (Achieved) Baseline: No related EO for coordination	Issued within 18 months	PCSD Resolution 01 series 2011 issued last March 30, 2011 reactivated the CCMRD as NTCC and its four (4) Subcommittees as coordinating mechanism for UNCBD, UNCCD and UNFCCC	Positive
	One of the DA/DENR performance indicators reflects the effective functioning of the Committee/Office (Achieved) Baseline: No coordination mechanism	Coordination mechanism functioning within 2 years	BSWM's strategic plan for 2012-2017 included the operationalization and strengthening of the Subcommittees on Land Resources and Water Resources to address land degradation and drought concerns DENR-PPSO incorporated funds for the tasks to be performed as Secretariat to CCMRD in their AWFP for 2012	
	The level of budget allocated to the Committee (Achieved) Baseline: No budget allocation	Allocation of \$10,000 by end of year 2	Php1 million allocated by DENR-PPSO to CCMRD Secretariat operations for 2012	

Outcomes	Output Indicators	Target	Output	Rating
Outcome 2. Local and National Stakeholders are addressing key global environmental issues in and around the PPSRNP in a coordinated manner	Water quality in the subterranean river (Partially achieved) Baseline: No full water classification yet by PPUR and DENR-EMB	Fully in line with Philippines' standards for national park by the project end	STREEM PCT is coordinating with EMB Water Quality Division of IV-B to conduct a full water classification of Puerto Princesa Underground River (PPUR)	Positive
	Signed agreements between FPAs and LGUs and other concerned agencies (Achieved) Baseline: No effective mechanisms for coordination of MEA related activities at the local level	Establishment of mechanism at the local level by end of year 2	MOA among FASPO, EMB and PAWB, including a Letter of Agreement (LOA) with BSWM and LGU of Puerto Princesa was signed to implement the STREEM project. This will be updated to reflect effective functioning of a local coordination mechanism for MEAs	
	Locally established joint management committees involving all three FPAs and all concerned LGUs (Partially achieved) Baseline: No existing committee	MEA concerns incorporated into existing committees by end of year 2	Existing Environmental Committee under the Local Development Council (LDC) of Puerto Princesa LGUs was identified as the appropriate coordinating body to address MEA concerns at the local level.	
	Puerto Princesa LGU and other concerned agencies allocate at least 3% of their environment budget to programmes related to all three Conventions and/or related mainstreaming of all three conventions (Partially achieved) Baseline: No budget allocation	3% of budget allocated for environmental concerns by end of year 3	MEA mainstreaming activity tested in one barangay pilot site. The result is a NAP/MEA Investment Plan with prioritized programs and projects to address Rio Convention concerns. This will be incorporated to the existing barangay development plan (BDP) of the said barangay for budget appropriation of the city.	
Outcome 3. International, national and local	Issuance of Joint Admin Order from DA/DENR and DILG to	Issued within 3 years	Work in progress	Positive

Outcomes	Output Indicators	Target	Output	Rating
<p>partners have adopted the tools prepared under the project</p>	<p>implement and replicate the tools developed (Partially achieved)</p> <p>Baseline: Absence of such Joint AO</p>			
	<p>Issuance by the national agencies of an appropriate instrument (i.e. AO) to local level counterparts targeting the joint implementation of the three Rio Conventions (Partially achieved)</p> <p>Baseline: Absence of AO</p>	<p>Issued within year 3</p>	<p>Joint Programme of Action (JPA) among MEA FPAs was finalized stipulating synergistic activities for the joint implementation of the cross-cutting tasks under the three Rio Convention. This will serve as input to the draft AO.</p>	
	<p>Tools are incorporated into the performance indicators systems of key stakeholders (Partially achieved)</p> <p>Baseline: No tools are available.</p>	<p>Incorporated into agency work plans by end of year 3</p>	<p>Tools developed were as follows:</p> <ul style="list-style-type: none"> • Philippine MEA portal website - still being finalized • Proposed National and Local IEC strategy for Rio Convention Stakeholders • Proposed feedback mechanism to echo COP agreements stipulated in the Business Plan for CCMRD • Planning procedure for mainstreaming MEAs to Barangay Development Plans (BDPs) • Draft online monitoring tool to monitor progress of the proposed activities in the JPA 	

Outcomes	Output Indicators	Target	Output	Rating
	Dissemination of tools developed and pilot tested nationwide (Partially achieved) Baseline: Tools still to be developed	Materials disseminated nationwide	Tools are still being finalized	

➤ **SOFT ASSISTANCE NOT PROVIDED THROUGH PROJECTS OR PROGRAMMES:**

[Soft assistance contributes to the outcome and/or outputs. This section is to provide information about any activities conducted that were not envisaged in the work plan or have yet to produce concrete results. It aims to identify additional or specific activities that are required to ensure progress towards the outcome. It allows the country office and the project to work in the same direction advocacy and dialogue. If soft assistance is not an issue for the project this section may be left empty.]

What are the key activities (if any) of soft assistance undertaken by the project?

None

What are the main constraints in progress towards outcome that require additional soft assistance?

1. N/A
2. _____
3. _____

Please propose elements for soft assistance strategy for the next year: _____

➤ **FINANCIAL PERFORMANCE:**

[Provide information on budget utilization, remaining funds if any, explanation of the discrepancies between financial and physical delivery based on the comparison between the budget requested for the activities reflected in the AWP and the final cost of the activities implemented (which often results in either over or under budgeting).

Outcome	Budget (\$)	Expenditure (\$)	%
1	105,200.00	48,493.00	46%
2	66,600.00	36,395.00	55%
3	8,200.00	7,110.45	87%
Proj. mgt	20,000.00	10,491.85	52%
Total	200,000.00	102,490.30	51%

Actual Disbursements: \$ 102, 490.30 = 51%
Committed Disbursements: \$18,573.48 = 9%
Total Actual and Committed Disbursements = \$ 121, 063.78

Committed	in Php
Contractual svcs	72,460.00
RBME training	200,000.00
Consultant	278,800.00
BDP updating	150,000.00
Rio+20 support	100,000.00
<i>Total in Php</i>	<i>801,260.00</i>
Total in USD	18,573.48

The project utilized only 51% of its total budget requested for 2011. This would reach 60% before the year ends due to the remaining activities of the project such as the STREAM Assessment and Planning Workshop, Orientation Training on MEAs for the CCMRD members and its secretariat, including MEA mainstreaming in the remaining 3 barangays in the pilot site. Outstanding payments for the consultants hired under the project and project personnel would also be released before the year ends.

The over-budgeting was due to the allocations for exposure trip abroad and international travels to COP that did not materialize. The project also saved much on project personnel expenses, including workshops and travel costs because of efficient management of funds by the PCT.

➤ **NIM/NGO AUDIT FINDINGS AND SPOT CHECK RECOMMENDATIONS:**

[Projects should ensure compliance to ALL audit findings from 2008, 2009 and 2010 NIM/NGO Audit exercise, as well as spot check observations. Describe briefly the actions taken to address the audit findings and improve the programme management results, challenges and lesson learned, pending actions if any and justification]

Spot Check Findings/Recommendations	Remarks
Financial Management <ul style="list-style-type: none"> • Program Officer and Finance Assistant should correct the inconsistency in ATLAS Project ID Number per FACE/FR and Project Document • Reiterate NIM guidelines on liquidation of cash advances to project personnel, particularly the strict compliance with the fifteen (15) days liquidation of cash advance 	<ul style="list-style-type: none"> • Rectifications were already done • Program Officer advised the Finance Assistant to strictly implement the said guidelines.
Human Resources <ul style="list-style-type: none"> • The project may consider providing life insurance coverage to project personnel • The project may consider reviewing the current range of salaries of contractual personnel and complying with the 	<ul style="list-style-type: none"> • No available service providers willing to insure equipment with age ranging from 3 years and above • NGA's salary grading system is being followed since Contracts of Services is between the project staff and the government.

Spot Check Findings/Recommendations	Remarks
<p>suggested salary rates from the UNDP SC Salary Scale particularly on the Program Officer's current salary</p>	
<p>Procurement</p> <ul style="list-style-type: none"> • Utilize the Contractor Performance Evaluation Template as attached as Annex 10C in the NIM guidelines • The Program Officer and the Finance/Accounting should maintain database of file that stores/list of accredited suppliers/vendors/ service providers for the project. 	<ul style="list-style-type: none"> • During spot-check, no contract for Consultancy Services or Procurement Services has been terminated yet. • Done; Database for IT suppliers has been prepared already.
<p>Asset Management</p> <ul style="list-style-type: none"> • Comply with the UNDP-required format in the preparation of its annual inventory report which includes the minimum information required such as the US dollar equivalent and segregation of capital assets from non-capital assets • Asset custodian should use the prescribed UNDP form to report changes in asset condition or asset disposal. Moreover, the form should be appropriately reviewed by the Program Officer and Project Coordinator, and approved by the National Project Director prior to submission to UNDP 	<ul style="list-style-type: none"> • Rectifications was already done during the spot check. The spot audit team was referring to the old forms being used by the Project Coordinating Team. • Forms will be adopted on the 2011 inventory.
<p>Travel Management</p> <ul style="list-style-type: none"> • Program Officer and Finance Assistant should advance only up to 80% of the applicable DSA to project staff prior to travel with the remaining 20% be paid upon return to office and submission of documents evidencing the completion of travel in compliance with NIM Guidelines. The ruling should always apply regardless whether the project staff travels individually or in group. ' • Appropriately accomplish authorization documents for travel (Travel Order and/or Travel Authorization Form) bearing the signature of designated approver prior to processing of travel requisites such as purchasing of air tickets, booking and paying for food, accommodations, land travel or sea travel reservations. This is to avoid financial loss in the event that the travel is disapproved. 	<ul style="list-style-type: none"> • Being practiced already • Being practiced already

➤ **LESSONS LEARNED:**

[Describe briefly key lessons learned during the reported period.]

Describe briefly key lessons learned during the year:

1. On Capacity Building
 - ☑ Awareness on MEA obligation and its relevant National Action Plans (NAPs) by the key implementing agencies at the national and at the local level is important to ensure effective MEA implementation in the country
2. On Coordination
 - ☑ The lack of coordination and synergy among MEA FPAs on their cross-cutting obligations to MEAs could be addressed by regular synergy workshops and collaboration.
 - ☑ The planning and IEC units of the Regional Field Offices of MEA FPAs should be closely involved in implementing the NAPs.
 - ☑ The Subcommittee on Biodiversity has survived the dormancy of its mother committee (CCMRD) because of the strong sense of ownership and leadership of PAWB to the said subcommittee.
 - ☑ NEDA and DENR should ensure the effective functioning of CCMRD as filtering mechanism for country paper positions especially with regard to cross-cutting tasks or obligations of the country to the UNCBD, UNFCCC & UNCCD.
3. Capacity Development
 - ☑ LGUs should be provided with capability building relating to planning tools or skills that will enable them to mainstream MEA concerns directly into their local development plans (i.e. CDP and BDPs) instead of requiring them to develop separate thematic plans which serve as additional burden from their already tedious requirements from the Local Government Code.
 - ☑ The sense of ownership of agency each of the agencies' secretariats to reactivate committees and subcommittees is very important to sustain the efforts.

➤ **KNOWLEDGE PRODUCTS AND DISSEMINATION PLAN:**

[List of knowledge Products produced by the project in the reporting period and the distributions/dissemination plan for broader use]

- **Philippine MEA portal website (<http://mea.denr.gov.ph>)**
- **On-going development of IEC materials for the Rio Conventions and their synergy (printed and omnibus video materials)**

Prepared by: USEC. ANALIZA R. TEH, National Project Director (Project management, name and title)

[Note: Since reporting should as much as possible be electronic for efficiency, signature is not required. The Project Director can transmit it in an Email, through a website or through a computer programme.]