**Japan-Caribbean Climate Change Initiative**

**Proposals for Project Management Arrangements**

1. General Principles:
2. Accountability: The lead country office will be Barbados and OECS. The office will be primarily accountable for the overall leadership, decision making and project management of the Japan-Caribbean Climate Change Partnership. Notwithstanding, each implementing CO will be accountable for activities that have been agreed to for implementation at the CO level.
3. Project Responsibility: By the very fact that this is a regional project, RBLAC will take an oversight and quality assurance role. However, the project will be implemented under the principle of joint or shared responsibility for project success with specific roles assigned at several levels, that is, lead office and CO for activities agreed for country level implementation
4. Project Type: Regional Project implemented by a lead office, which is Barbados and OECS sub-regional office.
5. Implementation Modality: DIM

The lead CO, Barbados and OECS, will prepare the submit to the Regional hub Director the DIM authorization request who will quality assure and transmit to the RBLAC Deputy Director for DIM approval; on an annual basis

1. Project Planning:
2. One regional work-plan (AWP) will be developed under the leadership of lead CO, but each CO will translate agreed actions/activities into CO level annual work-plans (sub-sets of whole)
3. ATLAS Project Set-up:
4. One Award, linked to the RBLAC project tree, should not be included in project trees of COs therefore the Operating Unit will be reflected as RBLAC **“HO3”**
5. Budget allocation are assigned to each CO Department Code (each CO will be able to commit, disburse, raise and approve PO/requisition. COs are not allowed to adjust overall budget allocation to each CO after approved regional annual work-plan)
6. If there is a need for a particular ATLAS budget revision, each CO should coordinate with the Lead Office. The Lead office will prepare the budget for approval and signature of the RR of Barbados and OECS CO under delegated authority of RBLAC Regional Director.
7. If there is a need for a substantive budget revision, the lead office will coordinate with the Regional Hub Director, in order to obtain RBLAC Deputy Director approval and subsequent DIM authorization as needed.
8. Financial Management:
9. Barbados will take lead in coordinating allocation and financial reporting (including signing of project quarterly CDRs, allocation of financial resources, etc)
10. GMS recovered at each CO level, Direct Project Costing (DPC) is allowed at each CO level in consultation with lead CO (Project management team).
11. Financial Delivery – will be reflected in the RBLAC financial reports
12. Audit – commissioned by lead office based on OAI advice, 1 audit report. Project audit is to be included only in Audit plan of lead CO. Audit may be planned for 2016.
13. Project Monitoring, Reporting and Evaluation:
14. ROAR: project results reported in RBLAC ROAR from a regional perspective (aggregate Results,) however, COs will be able to report in the CO ROAR acknowledging that results are part of a regional project, to highlight and prevent double reporting challenges
15. Monitoring support: the Regional hub will be responsible for quality assurance, compliance with UNDP policies and procedures, oversight of implementation progress -based on the monitoring mechanism designed as part of the project-, and compliance with ATLAS project management. RBLAC will perform this function through Rebeca Arias as co-chair of Project Board, supported by Maribel Landau and Ian King).
16. Technical assistance: The lead CO will identify the needs and coordinate the requests of technical assistance and operational support. The Regional Hub will coordinate the provision of the technical and operational support as required (e.g. source GEF Technical Assistance or procurement advice)
17. Reporting to donors: Barbados CO has responsibility for updating Donor and providing updates for follow-up with BERA and Japan Foreign Ministry based on reporting requirements for donors (as per the cost sharing agreement signed with the donor). The Regional Hub will be copied when those reports are issued to the donor to keep them informed.
18. Evaluation plan: commissioned by Barbados CO, part of RBLAC evaluation plan
19. Procurement: 1 consolidated procurement plan by lead office after consultations with each implementing CO
20. Approvals
21. Project Approval: to be signed by Deputy Regional Director and Resident Representative of lead office as lead Implementing Partner
22. Each Government will sign the ProDOc. UNDP could also “accept”, exchange of letters between COs and Governments, as done for other regional project. Options should fit the COs purpose
23. Substantive revisions will be approved and signed by RBLAC through Rebeca Arias.
24. Lead CO will request DIM extensions for RBLAC approval through Rebeca Arias. Susan will approve and sign these extensions.