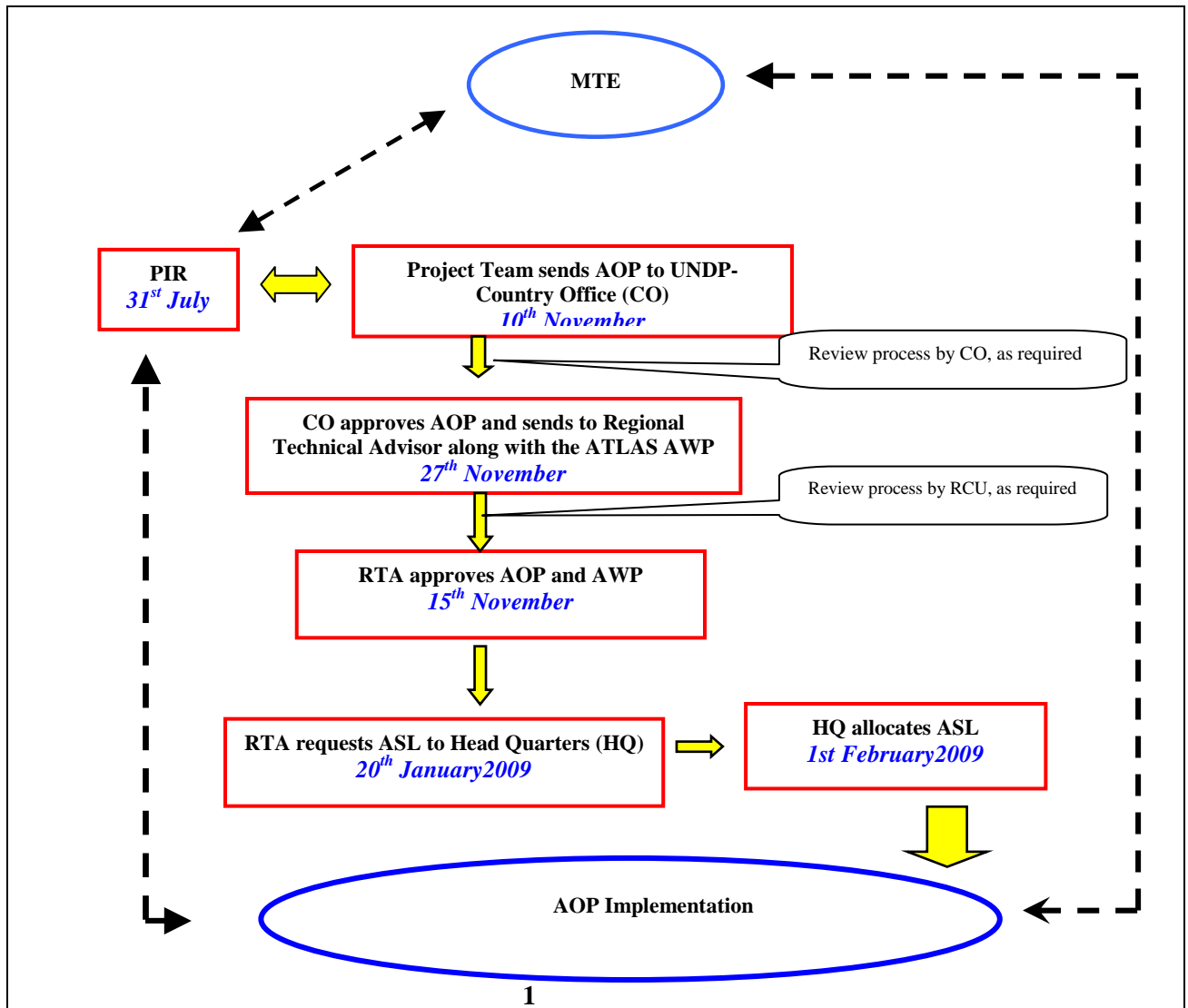


Annual Operational Plan (AOP) Toolkit and Template

This toolkit has been prepared to assist in the preparation of Annual Operational Plans (AOP) of UNDP-GEF projects. Based on the project Logical Framework Matrix, an AOP is a planning tool that will provide the project team, Country offices (COs) and Regional Technical Advisors (RTAs) a comprehensive understanding of what a project is planning to accomplish on an annual basis, taking into account project monitoring results, risk management strategies, and recommendations from MTEs and PIRs. The AOP, together with the ATLAS Annual Work Plan (AWP) constitutes an obligatory requirement for processing the Authorized Spending Limit (ASL) request.

Please fill in all sections of the template provided below including Annexes. It is **compulsory** that Country Offices **review and approve** the AOP before sending it to the Regional Coordination Unit (RCU) for the approval of the corresponding RTA. Please refer to the flow chart below for the AOP process steps and submission dates.

We are convinced that by using this toolkit, the AOP will be an easy and useful process. Please note that we have prepared the Excel spreadsheets with the required formulas for your easy completion. The AOP process, synchronized with the PIR process, will provide each project with a continuous planning tool.



1. Basic Project Data as per most recent PIR

Project Title:	PIMS 3212 CC EA Enabling Activities for the Preparation of The Bahamas' Second National Communication		
Country/ies:	The Bahamas	PIMS Number	3212
		Atlas Project Number	00038415
Focal Area	Climate Change	Project Type (FSP/MSP)	MSP
Strategic Priority		Operational Programme	
Date of Entry into Work Programme	May 22, 2006	Planned Project Duration	36 months
ProDoc Signature Date	July 11, 2006	Original Planned Closing Date	April 2009
Date of First Disbursement	October 17, 2006	Revised Planned Closing Date	October 2009
Date Mid Term Evaluation carried out	none	Date of Final Evaluation	Not Decided
Environmental benefits sought by the project	Stronger Environmental Management systems with improved level of natural disaster preparedness Framework and strategy for sustainable development - Conservation plans Effective water governance - Effective management of water resources Access to sustainable energy - Removal of barriers to renewable energy		
Project Objective	To enable The Bahamas to prepare and submit its Second National Communication to the UNFCCC and meet its obligations under Articles 4 and 12 of the Convention.		

This document has been revised and cleared by:

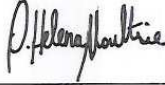

Title	Name	Email	Date	Signature
National Project Manager/ Coordinator	S. Helena Moultrie	hmoultrie@sevconsulting.com	6 January 2009	
UNDP Country Office Programme Manager	Margaret Jones Williams	margaret.jones.williams@undp.org	07 April 2009	

Table 1: Project Financial Overview –

Outcome	Year 1	Year 2	Year 3	Year 4	Year 5	Total Budget Project
Outcome 1: National circumstances						
TBWP	6000	4000				10000
AWP	6000	8835	10000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			
Outcome 2: V&A						
TBWP	60000	47000	25000			132000
AWP	60000	107000	126855.98			
Disbursed	0	5144.02	0			
Delivery Rate	0	0.048074953	0			
Outcome 3: National Greenhouse Gas Inventory						
TBWP	19500	16500	10500			46500
AWP	19500	38000	9000			
Disbursed	0	37500	9000			
Delivery Rate	0	0.986842105	1			
Outcome 4: National mitigation options						
TBWP	18000	16000	15000			49000
AWP	18000	34000	49000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			
Outcome 5: Other relevant information						
TBWP	5000	6500	5500			17000
AWP	5000	11500	17000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			
Outcome 6: Constraints, gaps and needs						
TBWP	2400	2300	2300			7000
AWP	2400	1000	7000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			
Outcome 7: Technical assistance						
TBWP	3500	3500	3000			10000
AWP	3500	7000	10000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			
Outcome 8: SNC Compilation						
TBWP	0	4500	10500			15000
AWP	0	0	15000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			

Outcome 9: Project management						
TBWP	39500	32500	31500			103500
AWP	39500	34563.65	50644			
Disbursed	16109.05	36746.95	0			
Delivery Rate	0.407824051	1.063167518	0			
Outcome 10: Monitoring & Reporting						
TBWP	5000	5000	5000			15000
AWP	5000	6200	15000			
Disbursed	0	0	0			
Delivery Rate	0	0	0			
Grant Total						
TBWP	158900	137800	108300	0	0	405000
AWP	158900	248098.65	309499.98	0	0	716498.63
Disbursed	16109.05	79390.97	9000	0	0	104500.02
Delivery Rate	0.10137854	0.31999759	0.029079162	0	0	0.145848178

2. Narrative of main project impacts and issues

2.1 Overall Progress –

Update on Outputs:

1. National circumstances – National Technical Committee established to gather data, draft chapter developed, Impact Assessment Framework (IAF) workshop completed
2. V&A – positions advertised locally and internationally, candidates interviewed, V&A Team Leader selected, equipment purchased to conduct climate modeling needed as a part of the assessment
3. National GHG inventory – review of first inventory begun, training session completed on developing GHG inventory, review of methodologies completed, inventory circulated for peer review and data validated, GHG inventory completed and approved
4. Mitigation; 5. Other relevant information; 6. Constraints and gaps; and 8. SNC compilation – no activities to date
7. Technical assistance – some guidance has been provided by NCSP on developing IAF and finding a V&A expert; assistance in finding V&A expert also provided by UNDP.
9. Project management – Project Steering Committee established, project coordinator contracted, GHG Team leader selected, V&A Team Leader selected, National Technical Team established for national circumstances

Lessons learned - Positive: Progress is being made though slow, reporting is more regular, structure of the project has improved to provide more guidance to those involved.

Negative: Project affected by inefficiencies in administrative procedures at Implementing Agency mainly related to disbursement of funds, communication between project and UNDP is not what it should be and this has also affected efficiency. Actions that require approval by the Ministry of the Environment are often delayed due to inefficiencies in administrative procedures.

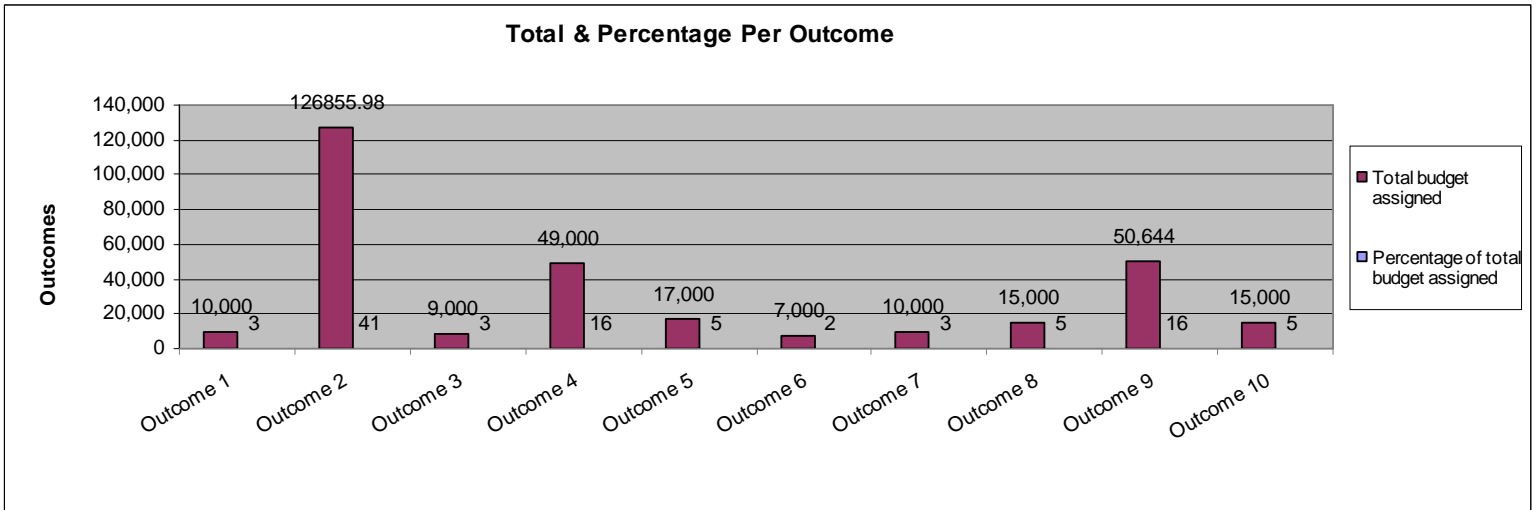
Recommendations: Communication between UNDP and BEST needs to improve. Requests for information and reporting outside of quarterly reports are often rushed and cause unnecessary stress which could be avoided if requests were made in a timely fashion. Disbursements of funds by UNDP has been extremely delayed in 2007 and 2008 and has severely impacted project implementation with months going by and activities not happening due to lack of funding. Disbursements need to be in a timely manner and responsive to cash advance requests as indicated in financial reports; reasons should be given for delays or any reduction in disbursement from what has been requested so project team can plan accordingly and make adjustments where necessary.

2.2 RTA PIR Recommendations - Please summarize– in no more than 200 words- main recommendations from RTA for improving implementation and progress towards achieving project objectives (PIR sections II and III)

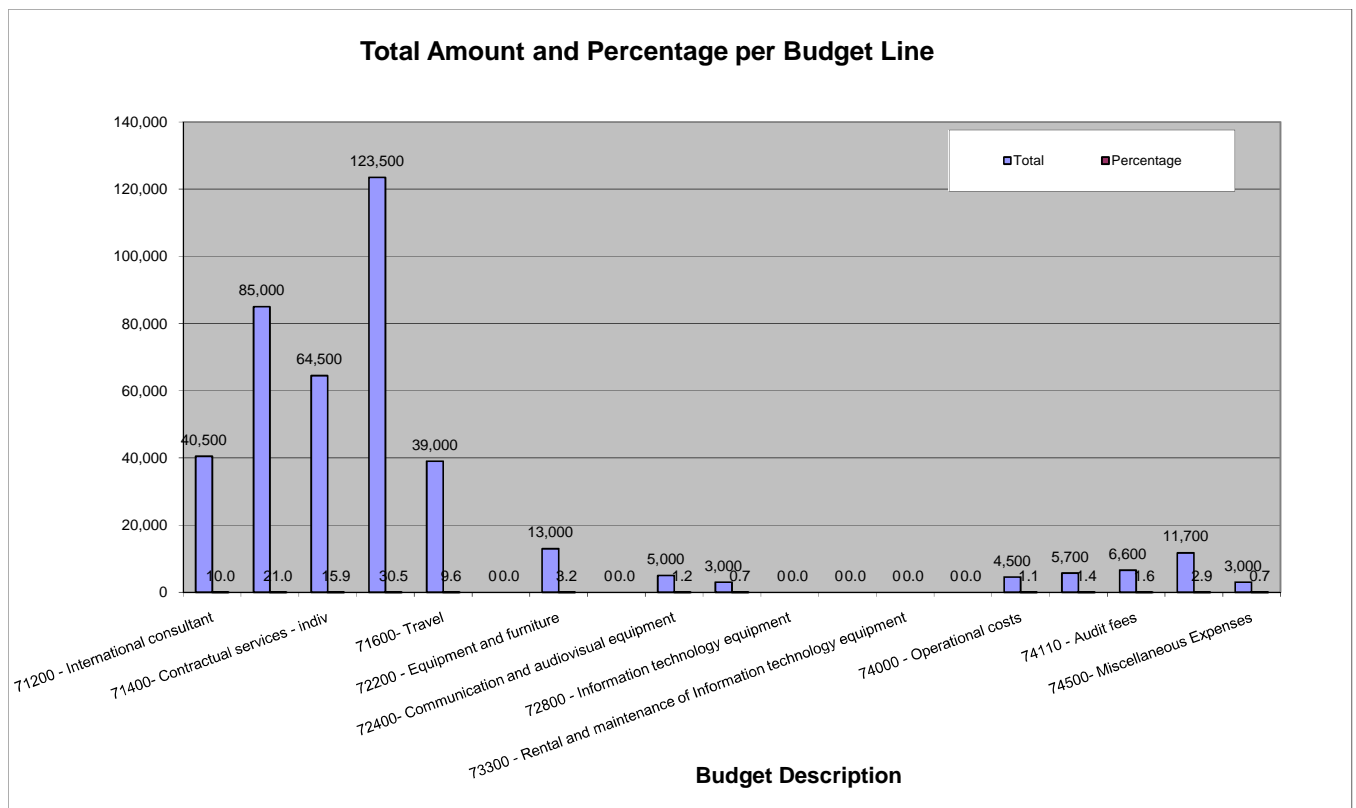
2.3 MTE recommendations - Please list key recommendations from MTE, if applicable

3. General Overview of Planned Financial Expenditure

4.1 Figure 1: Amount requested per outcome (Total & Percentage)-



4.2 Figure 2: Amount requested per budget line (Total & Percentage) - Please insert figure from Excel spreadsheet with formulas (please click hyperlink below)



4. Planned activities and work plan per outcome and output- *only use one page per outcome*

Please refer to Excel table for formulas (please click hyperlink below)

Excel Formulas AOP Toolkit.xls

5.1 Outcome 1

Outcome 1	Indicators	Baseline	Expected Target at the end of the project	Actual level As stated in last PIR	Expected end of year target	Total budget assigned as in PRODOC to the outcome	Total budget disbursed to date
National Circumstances		First National Communication	National circumstances section completed	In progress	project end target	10000	0

Budget Lines

Outputs	Planned activities for this year	Workplan												Budget		Total budget	Total budget disbursed to date	Budget Lines																												
		J	F	M	A	M	J	J	A	S	O	N	D	GEF	COF			71200	71300	71400	71405	71600	72100	72200	72400	72500	73100	73300	74000	74100	74110	74200	74500													
Output 1 National circumstances	1.1.3 Collect data and information													3835																																
	1.1.4 Fill gaps and update information													2500				3835																												
	1.1.5 Draft national circumstances section													3665				2500	1165																											
Total Output 1														10000	0	10000	0	0	5000	5000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
TOTAL Outcome 1														10000		10000	0																													
																		0	5000	5000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Outcome 5	Indicators	Baseline	Expected Target at the end of the project	Actual level As stated in last PIR	Expected end of year target	Total budget assigned as in PRODOC to the outcome	Total budget disbursed to date
Other relevant information			Completion of section	Not started	project end target	17000	0

Budget Lines

Outputs	Planned activities for this year	Workplan												Budget		Total budget	Total budget disbursed to date	Budget Lines																			
		J	F	M	A	M	J	J	A	S	O	N	D	GEF	COF			71200	71300	71400	71405	71600	72100	72200	72400	72500	73100	73300	74000	74100	74110	74200	74500				
Output 5 Other relevant information	5.1.1 Collect information relevant to Article 6 activities														2250																						
	5.1.2 Collect information on integration of climate change into socioeconomic and environmental policies														4650																						
	5.1.3 Collect information on research and systematic observation systems														3550																						
	5.1.4 Collect information on ongoing programs and projects														6550																						
Total Output 5															17000	0	17000	0	0	0	6000	3000	5000	0	0	0	0	0	0	0	0	0	0	0	3000	0	
TOTAL Outcome 5															17000		17000	0	0	0	6000	3000	5000	0	0	0	0	0	0	0	0	0	0	3000	0		

Outcome 9	Indicators	Baseline	Expected Target at the end of the project	Actual level As stated in last PIR	Expected end of year target	Total budget assigned as in PRODOC to the outcome	Total budget disbursed to date
Project management			Project successfully executed	In progress	project end target	103500	52856

Budget Lines

Outputs	Planned activities for this year	Workplan												Budget		Total budget	Total budget disbursed to date	Budget Lines																												
		J	F	M	A	M	J	J	A	S	O	N	D	GEF	COF			71200	71300	71400	71405	71600	72100	72200	72400	72500	73100	73300	74000	74100	74110	74200	74500													
Output 9 Project management	Maintain and upgrade electronic network														3162																															
	Equipment														7482																															
	Project management														40000																															
Total Output 9															50644	0	103500	0	0	0	0	0	40000	0	0	7482	0	0	0	0	0	0	3162	0	0	0	0	0	0	0	0	0	0			
TOTAL Outcome 9															50644	please insert grant total per outcome	103500	0																												
																			0	0	0	0	40000	0	0	7482	0	0	0	0	0	3162	0	0	0	0	0	0	0	0	0	0	0	0		

5. Annexes

Annex 1: AWP from Atlas



Annual Work Plan

Bahamas - Cty Pgmm

Award Id: 00036824

Award Title: PIMS 3154 CCEA: Bahamas Self Assmt for SNC

Year: 2009

Report Date: 27/4/2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00038415	PIMS 3212 CCEA: Bahamas Self A	Constraints, Gaps, cpcty nee			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71200	International Consultants	2,500.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	4,500.00
		Greenhouse Gas Inventory			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71600	Travel	9,000.00
			Monitoring and Reporting			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	74100	Professional Services
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	74200	Audio Visual&Print Prod Costs	2,700.00
		National circumstances			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71300	Local Consultants	5,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	5,000.00
		Prep. and submission of SN			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	9,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	74200	Audio Visual&Print Prod Costs	6,000.00
		Prog of Meas To Mitigate CC			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71200	International Consultants	15,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	25,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71600	Travel	9,000.00
		Project Management			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	40,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	72200	Equipment and Furniture	7,482.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	74500	Miscellaneous Expenses	3,162.00
		Rel Info to Achv of Obj of CC			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	9,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71600	Travel	5,000.00
					Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	74200	Audio Visual&Print Prod Costs	3,000.00
		Technical assistance perform			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	10,000.00
		Vulnbtly and Adapt			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71200	International Consultants	23,000.00
			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71300	Local Consultants	66,000.00		
			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71400	Contractual Services - Individ	27,000.00		
			Bahamas Env. Sci. & Tech. Com	62000	GEFTrustee	71600	Travel	10,856.00		
TOTAL									309,500.00	
GRAND TOTAL									309,500.00	

Annex 2: Project logframe- from PRODOC

No log frame included in ProDoc

Annex 3. Checklist for AOP Revision

PLEASE MARK WITH A ✓

Are the outcomes the same as stated in the PRODOC?	✓
Has the Risk Management tab in Atlas been updated?	✓
Have all QORs been submitted and approved?	✓
Have MTE recommendations been addressed?	None
Have RTA PIR recommendations been addressed?	None
If the MTE or FEV will be undertaken this year, have sufficient funds been allocated for these activities?	No
Has the AOP been jointly revised and agreed to by the CO with the project team?	✓
Has the AOP financial planning been checked against the PRODOC?	✓
Are the budget lines in accordance with the AWP from Atlas?	✓

Reviewed by Country Office (Name & Signature) *Margaret Jones Williams*
 Date *April 07, 2009*