

COVER PAGE

Government of Fiji

United Nations Development Programme

Ministry of Environment

Additional Funding of Biodiversity Enabling Activity

The Add-on will assess the capacity building needs of Fiji to implement and update the NBSAP and fulfill its commitment to the UN Convention on Biological Diversity (CBD). Specifically the scope of this request will be a country driven project to establish and utilize a national CHM to further disseminate and share biodiversity information.

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Country: Fiji

UNDAF Outcome/Indicator:

Outcome: Environment policy implemented to promote sustainable development opportunities.

Indicators: State policies and supporting national policy consistent with globally accepted sustainable development criteria and local cultural arrangements. Appropriate institutional and legal arrangements for environmental and social assessment and monitoring of development activities.

Expected Outcome/Indicator:

Outcome: Enhanced capacity through multi-stakeholder participation in planning and pre-investment activities to meet commitments and obligations to global conventions through Global Environment Facility instruments and reports to Convention on Biological Diversity.

Indicators:

- Global biodiversity concerns integrated in national development planning and policy and strengthened national capacity to negotiate and implement Convention on Biological Diversity
- Objectives and targets of Biodiversity as well as other global and regional conventions, integrated in national development planning and policy framework.

Expected Output(s)/Indicator(s):

Outcomes:

- Assessment of capacity building needs on selected country biodiversity priorities
- Establishment of national CHM to further increase public awareness of biodiversity issues

Indicators:

- Capacity building needs for access to genetic resources and benefit sharing
- Capacity building needs for preservation and maintenance of biodiversity related knowledge
- National CHM structures for biodiversity information sharing

<p>Programme Period: <u>2008-2009</u> Programme Component: <u>Goal 3. Environment.</u> Project Title: <u>Additional Funding of Biodiversity Enabling Activity</u> Project Code: <u>00044042</u> Project Duration: <u>2 years</u> Implementing Arrangements: <u>NEX</u></p>	<p>Total Budget: <u>\$396,500</u> Allocated resources: <u>\$237,500</u></p> <ul style="list-style-type: none"> • Government: <u>\$159,000 (in-kind)</u> • Others: <p>Donor: GEF: <u>\$237,500</u> Unfunded budget: <u>0</u></p>
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Agreed by (Government): [Signature] RENPO Date: 8/4/09
 Title: _____ Date: _____
 Agreed by (Implementing partner/Executing agency): [Signature] Date: 3/4/09
 Title: _____ Date: _____
 Agreed by (UNDP): [Signature] Date: 7/9/09
 Title: _____ Date: _____

List of Acronyms:

BSAP	Biodiversity Strategic Action Plan
CBD	Convention on Biological Diversity of the
CHM	Clearing House Mechanism
COP	Conference of the Parties
CSS	Centralized Storage System
EA	Enabling Activity
EIA	Environment Impact Assessment
GEF	Global Environment Facility
IWP	International Water Programme
LDCs	Least Developed Countries
MEAs	Multilateral Environmental Agreements
MOE	Ministry of Environment
MELAD	Ministry of Environment, Lands, and Agriculture Development
NAP	National Action Plan
NBSAP	National Biodiversity Strategy and Action Plan
NCSA	National Capacity Self-Assessment Needs
NECC	National Environment Coordinating Committee (NEC or CHM Steering Committee)
NDP	National Development Plan
NDS	National Development Strategies
NEMS	National Environmental Management Strategy
NGOs	Non-government Organizations
NPC	National Project Coordinator
NPM	National Project Manager
PMO	Project Management Office
QOP	Quarterly Operational Reports
SPREP	South Pacific Regional Environment Programme
TPR	Tripartite Review
TORs	Terms of References
UNCBD	United Nations Convention on Biological Diversity
UNCED	United Nations Conference on Environment and Development
UNDP	United Nations Development Programme
UNDP-CO	United Nations Development Programme Country Office
UNEP	United Nations Environment Programme
US	United States of America
USP	University of the South Pacific
WB	World Bank
WSSD	World Summit on Sustainable Development
WWF	World Wildlife Fund for Nature

SECTION I: ELABORATION OF THE NARRATIVE

PART I: Situation Analysis

National Biodiversity Enabling Activity Status.

Fiji received the approval for its Biodiversity Enabling Activity funding to develop a National Biodiversity Strategy and Action Plan (NBSAP) in 1997. Significant work has been undertaken during the implementation of this project, including the establishment of a NBSAP steering committee and technical groups, which have conducted the stocktaking and assessment of biodiversity and resource use. The stocktaking and assessment work included consultation with all stakeholders, ranging from the private sector, local communities, academic institutions, government and non-government organization.

The NBSAP document has been completed and was endorsed by Cabinet in January 2003. This is now being revised by the NBSAP Steering Committee to incorporate initiatives already being undertaken and will be submitted to the CBD Secretariat shortly.

The First National Report and Second National Reports have been completed and submitted to the Secretariat.

Fiji has ratified the UNFCCC and the Kyoto Protocol, the CBD and the Biosafety Protocol, the UNCCD, and CITES. Fiji is also party to a number of South Pacific regional agreements, which make some provisions for meeting global environmental goals, namely the Convention on the Conservation of Nature in the South Pacific (Apia Convention), and the Convention for the Protection of Natural Resources and Environment of the South Pacific and their Related Protocols (SPREP Convention). The objective of the Apia Convention is the conservation of natural resources of terrestrial, freshwater, coastal and marine ecosystems of the region, while ensuring ecological sustainable utilisation of the resources. The objective of the SPREP Convention is the protection of the ecosystems of the region from impacts of human activities, and encourages development undertaken directed towards maintaining or enhancing environmental qualities.

Fiji had its State of the Environment Report (SOE) completed in 1992. This is an inventory of quantities, locations, and usages of natural resources, and the environmental issues that are outcomes of unsustainable usages of these resources. Then in 1993, Fiji had its National Environment Strategy (NES) endorsed by Cabinet. The EPS (Endangered Protected Species Act) 2003 is the national legislation that implements Fiji's obligations to the CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora). Other work which had been carried out include the surveying of coral reefs, marine species etc with the International NGO's (IMA, FSP, WWF, USP), studies on the Value of Fiji's Ecosystem Services (Sisco 1998), Review of Fiji's Marine Biodiversity (Zann 1992), to name a few.

A participatory approach was adopted and used throughout the consultation process for the NBSAP, coordinated and facilitated by the Department of Environment with the guidance and support from the steering committee. This approach not only facilitated the participation of all the main stakeholder groups, but also raised awareness and understanding of the NBSAP and biodiversity issues in general. It was also a learning experience for the staff of the Department of Environment (DOE) and has strengthened their capacity in project management and other related technical skills significantly. One other important result of the NBSAP process, is the establishment of an interactive network amongst all those involved in the NBSAP. Fiji's Clearing House Mechanism (CHM) was approved in 1999 for its initial set up, and was added to the activities of the NBSAP. This will provide a clear linkage to the proposed add-on project without any duplication or repetition of activities. The original BSAP includes six sections on areas of interests such as community support, improving knowledge, developing protected areas, species

conservation, capacity building and strengthening, control of invasive species; and two sections relating to implementation, which are: implementation framework and priority actions (project profiles).

PART II: Strategy

Project Objectives.

With this request, the Government of Fiji expresses its priorities and seeks to undertake the following activities which are seen to be fully in line with the 'Guidelines for Additional Funding of Biodiversity Enabling Activities' (Expedited Procedures). The prioritization of the suggested activities was discussed by the NBSAP Steering Committee. It was based on the matrix of priorities derived from a participatory process that involved other partners in February 2001 and reflects a consensus amongst all key stakeholders.

1. Priority for Assessing Capacity Building Needs.

Based on the recently developed NBSAP report, the following matrix presents key areas for further assessment. These priorities should be based on capacity needs for implementation of the NBSAP. Since the NBSAP has just been completed, these priorities did not need to be covered previously.

The needs assessment will be conducted utilizing the same participatory approach as that undertaken for the NBSAP, through formal and informal consultations with stakeholders. It is envisaged that the needs assessment will be as interactive as possible with the intention of promoting awareness at the same time on biodiversity conservation matters to promote a more reciprocal process rather than just collecting and recording views on capacity assessment needs. Results from the assessment will provide baseline information for the formulation and development of national policies and programmes. During this process, opportunities to link with the assessment and analysis of capacity needs & constraints undertaken by the recently approved NCSA enabling activity will be taken up. As much as possible, close synergies and collaboration of activities with NCSA will be observed, as well as sharing of information on gaps and needs, consultation workshops, as well as sharing of institutional mechanisms for coordination, implementation and supervision where it is workable and of optimum benefit to the country.

Priority	Reasons for Priority	Work to be Done	Product Expected	Notes
<p>Priority 1: Access to Genetic Resources and Benefit Sharing.</p> <p>1) assessment of existing policy measures and institutional/ human capacity related to access to genetic resources and benefit sharing;</p> <p>2) formulation of access and benefit sharing mechanisms; and.</p>	<p>There is limited knowledge and capacity locally to fully address all pertinent issues relating to access and benefit-sharing which have become high priorities in the biodiversity area.</p>	<p>Identify, assess and explore possible mechanisms to address access and benefit sharing issues at the national and community levels through the following activities:</p> <ol style="list-style-type: none"> 1. Identify and assess capacity building needs of key government and academic institutions who are directly involved in areas of genetic resources, mainly the Department of Environment, the Department of Agriculture, Forest and Fisheries and the University of the South Pacific through consultations in the form of workshops, meetings, and individuals interviews. 2. Identify and assess capacity building needs of non-governmental organizations and community groups to ascertain key areas where future capacity development is needed through consultations with stakeholders. 3. Identify and assess existing policies and plans and make recommendations on the most appropriate national measures to address access to genetic resources and benefit sharing issues at all levels through consultations with all relevant stakeholders. 	<p>Policies and management plans</p> <p>Capacity needs and gaps assessment report;</p> <p>Improved capacity in knowledge sharing;</p> <p>Mechanisms for access & benefit sharing options identified</p>	<p>Building on original BSAP work. Access to genetic resources and benefit sharing are relatively new issues that Fiji has recently experience in light of new information being disseminated through the CBD Secretariat, and other sources. An attempt was made in the past to draft an appropriate legislation to address these issues, however, there has not been much progress due to the lack of awareness and understanding of the implications of access to genetic resources and benefit sharing arising out of it.</p>

<p>Priority 2: Preservation and maintenance of biodiversity related knowledge, innovations and practices of indigenous and local communities embodying traditional lifestyles.</p>	<p>Traditional knowledge, practices and innovations relevant to biodiversity conservation need to be promoted, encouraged and strengthened.</p>	<p>Comprehensive assessment of traditional knowledge, practices and innovations through consultations with key stakeholder groups and literature review through the following activities:</p> <ol style="list-style-type: none"> 1. Identify key information on traditional knowledge, practices and innovations relevant to biodiversity conservation through consultations and literature review. 2. Assess capacity building needs for all relevant institutions (government, non-government, private sector, academic institutions and community groups) on the preservation and maintenance of traditional knowledge, practices and innovations. This activity is envisaged to be undertaken through workshops, interviews, meeting and stakeholders consultations. 3. Identify and assess relevant policies and plans covering traditional knowledge, practices and innovation to ensure the development of appropriate measures to address these issues through meeting and stakeholder consultations. 	<p>Development of national policies and appropriate measures to protect traditional knowledge, practices and innovations. Develop of a capacity building programme to promote the preservation of traditional knowledge, practices and innovations relevant to biodiversity.</p>	<p>Activities to build on existing baseline work already being initiated. The NBSAP recognized the significant role traditional knowledge, practices and innovations play in the conservation of biodiversity. However, it is pertinent to assess capacity need to provide a framework on which appropriate national measures are formulated and implemented for the protection and preservation of traditional knowledge, practices and innovations.</p>
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2. Completion of the CHM for Fiji

To ensure the effective and efficient flow of information both internally and externally of Fiji on the CBD and biodiversity issues of significance nationally and globally, Fiji needs to complete its CHM. The Ministry of Tourism and Environment, as the CHM Focal Point, is the primary Government agency responsible for this important process facilitating the dissemination and sharing of the information amongst all stakeholders. Fiji's CHM will benefit both the Ministry of Tourism and Environment in particular through its biodiversity information and consequently its vital role in sound decision-making. This component builds on the original NBSAP work.

The overall objective of the Clearing House Mechanism is to increase public awareness of biodiversity issues, which ultimately leads to effective and sound decision-makings of the conservation and sustainable use of biodiversity at all levels. From the time Fiji became a party to the CBD, information dissemination was carried out on an ad hoc basis with no formal mechanism in place to ensure all relevant stakeholders receive this information through a centralized CHM, filtering this information right down to the grassroots levels promoting a better understanding of biodiversity and in particular the programmes and obligations set out under the CBD. The CHM being the center of information dissemination, will likewise disseminate information gathered from the community and grassroots levels back to the decision makers at the national level, and subsequently report and convey all required information back to the CBD Secretariat, and other relevant international agencies and organizations.

It is envisaged that the CHM will produce the following general **outputs**:

- 1) Strengthening coordination and collaboration amongst key stakeholders who are directly involved in biodiversity work. This builds on the successful work that was carried out as part of the NBSAP.
- 2) Information on biodiversity, CBD and other relevant conventions and agreements will be centralized and coordinated through the CHM focal point housed within the Department of Environment.
- 3) Integration of biodiversity conservation issues and principles into national policies and plans through regular information updates passed through the CHM to all relevant stakeholders.
- 4) Increased public awareness on status of national implementation of CBD activities and related programmes, and a better understanding of the roles and responsibilities of each stakeholder group and individuals.
- 5) Reliable and accurate biodiversity information systems established to provide information pertinent to sound decision-making on the conservation and sustainable uses of Fiji's biodiversity.

Activities

The proposed national clearinghouse mechanisms will include the following activities:

1. Develop a national environment web site which will host national biodiversity information such as the NBSAP, the national biodiversity database, information on conservation areas, other nationally related information and links to appropriate regional and international web sites. The national web site will be modeled on the regional biodiversity portal (<http://www.pacificbiodiv.org>) but with relevant national conditions appropriate. The web site will be developed alongside the national biodiversity database.

2. Formalize the establishment of a CHM steering committee through Fiji's Biodiversity Steering Committee, and Scientific Advisory Committee and their functions in monitoring the implementation of NBSAP and facilitate the effective implementation of the CBD and other related biodiversity conventions Fiji has acceded to.
3. Develop public awareness information for displays on Fiji's biodiversity as prescribed in NBSAP (ie. Database of biodiversity activities, mangrove data etc.) and undertake national awareness on impacts of action on biodiversity and actions identified in the FNBSAP and CBD to conserve and sustainably manage biodiversity. With the development of this information, the project will work through the Awareness and Education Unit of the Ministry of Environment and these activities will be ultimately absorbed into the normal activities of this unit. This project will assist in the establishment of a permanent communications platform for the exchange of biodiversity related information. GEF assistance will be targeted towards building the necessary capacity to develop this medium of exchange. The long term sustainability of CHM activities are not dependent on additional GEF funding, since ongoing maintenance costs will be borne by the country itself.
4. Set up national web-based and associated information dissemination programmes via Fiji Government Information Technology Centers structure to ensure wider national understanding and participation on biodiversity decision-making processes. This activity will also be continued by the Awareness and Education Unit.
5. Develop a monitoring programme for the NBSAP and subsequently filter this information through the CHM for dissemination to the general public.
6. Strengthen the biodiversity information database system to provide reliable and accurate information on biodiversity as a prerequisite for the production and development of activities (2) and (5) above. To do this, it requires the implementation of the following activities:
 - i. Assessment and implementation of the most effective mechanism(s) to facilitate the collection, storage, sharing and management of biodiversity information.
 - ii. Liaise and consult with relevant stakeholders on best practices for the sharing of key information relevant to biodiversity conservation, and develop a biodiversity information management plan to clearly specify the roles and responsibilities of each agency to better facilitate the dissemination of information through the CHM.
 - iii. Establish a network system between the biodiversity database and all other necessary CHM tools such as the web site, and other to effectively and efficiently produce and disseminate information.
 - iv. Regularly update the biodiversity database incorporating all the required and relevant information, and ensuring the provision of reliable and accurate information, to all stakeholders through the CHM for planning, decision-making purposes, project management and implementation.

PART III: Management Arrangements

The project will follow the participatory process established in the development of the NBSAP. This will include the Ministry of Environment (MOE) as the lead/executing agency in collaboration with the Environment Steering Committee and Scientific Advisory Committee acting as a advisory body to the project implementation. The project should have a Project Manager from MOE, which should be the Principal Environment Officer (Biodiversity), whilst the Project Coordinator is contracted out to a suitable person to coordinate all activities of the project. A Consultant will be recruited for specialized and technical work on short-term basis where needed. It is envisaged that the CHM Focal Point will play an active role in ensuring the project is successfully implemented.

The consultant and project coordinator will work through existing present technical and management committees on information technology under the Fiji Land Information System (FLIS) in order to build up the country's capacity in information gathering and sharing, creation of appropriate database and advising decision makers regarding natural resource use policies as well as monitoring the country's implementation programme. MOE at present has its own networking system whereby different units such as Awareness/Education, Climate Change, Ozone Depletion, Waste and Pollution and Environment Impact Assessment (EIA) Units can access information from Fiji's National Biodiversity Database set up in MOE's Conservation Unit. The project is also aimed at creating a Centralized Storage System (CSS) at MOE using present server and a backup system (a new server) to link up the different departments within the ministry who are all under one roof. The set up will enable section such as the Waste and Pollutions Unit, which is responsible for management of solid and liquid waste to directly link with the EIA unit. The linkages will facilitate information exchange of legislative requirements, consultations between the different units and update any new and relevant information regarding environment on the database.

MOE's CSS will then be hooked up to FLIS via fiber optic link at present under the control of Fiji's Government Information Technology Centre (FGITC). The system will allow us to link straight with other government agencies storing natural resource data which we hope will be utilized by the Ministry of National Planning officials whenever they need to for policy on environment management and strategic planning purposes. The MOE who is a member of both technical and management committee of the FLIS will be the logic pathway of Fiji's NBSAP steering and scientific committee to the National Environment Council (NEC) which is set up under the EMA 2005 as DOE will be the Secretariat to the NEC and head of the Ministry responsible for DOE chairing the NEC. Such existing frameworks will be reviewed by the Consultant and advice the Steering Committee on its merit during the project period in order to ensure sustainability of the project in years to come.

The project will work in close collaboration with World Wildlife Fund for Nature (WWF) and the South Pacific Regional Environment Programme who managed the regional clearinghouse node for biodiversity conservation as part of the regional biodiversity conservation portal site. It will also collaborate closely with all stakeholders, including relevant regional and international institutions or agencies.

Activities for priority 1 and 2 are directly related to NCSA. Fiji's NCSA enabling activity was recently approved and will involve assessments and analysis in capacity building gaps and needs across sectors parties to the relevant conventions. Possible collaborative activities can be identified through assistance from consultants employed under the NCSA work to maximize benefits in capacity building activities. National consultation workshops can also be jointly planned and organised to meet the requirements of both BSAP Add-on and NCSA work. Other areas of possible synergies will be considered.

PART IV: Monitoring and Evaluation Plan

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Country Office (UNDP-CO) with support from UNDP/GEF. The Logical Framework Matrix provides *performance* and *impact* indicators for project implementation along with their corresponding *means of verification*. These will form the basis on which the project's Monitoring and Evaluation system will be built.

The following sections outline the principle components of the Monitoring and Evaluation Plan.

1.1. Monitoring responsibilities and events

A detailed schedule of project reviews meetings will be developed by the project management, in consultation with project implementation partners and stakeholder representatives and incorporated in the Project Inception Report. Such a schedule will include: (i) tentative time frames for Tripartite Reviews, Steering Committee Meetings, (or relevant advisory and/or coordination mechanisms) and (ii) project related Monitoring and Evaluation activities.

Day to day monitoring of implementation progress will be the responsibility of the Project Coordinator based on the project's Annual Workplan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities.

1.2. Project Monitoring Reporting

The Project Coordinator in conjunction with the UNDP-GEF extended team will be responsible for the preparation and submission of the following reports that form part of the monitoring process.

(a) Inception Report (IR)

A Project Inception Report will be prepared immediately following the Inception Workshop. It will include a detailed First Year/ Annual Work Plan divided in quarterly time-frames detailing the activities and progress indicators that will guide implementation during the first year of the project. This Work Plan would include the dates of specific field visits, support missions from the UNDP-CO or the Regional Coordinating Unit (RCU) or consultants, as well as time-frames for meetings of the project's decision making structures. The Report will also include the detailed project budget for the first full year of implementation, prepared on the basis of the Annual Work Plan, and including any monitoring and evaluation requirements to effectively measure project performance during the targeted 12 months time-frame.

The Inception Report will include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of project related partners. In

addition, a section will be included on progress to date on project establishment and start-up activities and an update of any changed external conditions that may effect project implementation.

When finalized the report will be circulated to project counterparts who will be given a period of one calendar month in which to respond with comments or queries. Prior to this circulation of the IR, the UNDP Country Office and UNDP-GEF's Regional Coordinating Unit will review the document.

(b) *Quarterly Progress Reports*

Annual Project Report / Project Implementation Report (APR/PIR) Since 2008, UNDP/GEF has been requesting EA projects to prepare a simplified version of the APR/PIR, once the project completes one year since PRODOC signature. A model will be provided in due time by the UNDP/GEF Regional Coordination Unit. See template attached.

(c) *Technical Reports* (project specific- optional)

Technical Reports are detailed documents covering specific areas of analysis or scientific specializations within the overall project. As part of the Inception Report, the project team will prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary this Reports List will be revised and updated, and included in subsequent APRs. Technical Reports may also be prepared by external consultants and should be comprehensive, specialized analyses of clearly defined areas of research within the framework of the project and its sites. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

(d) *Project Publications*

Project Publications will form a key method of crystallizing and disseminating the results and achievements of the Project. These publications may be scientific or informational texts on the activities and achievements of the Project, in the form of journal articles, multimedia publications, etc. These publications can be based on Technical Reports, depending upon the relevance, scientific worth, etc. of these Reports, or may be summaries or compilations of a series of Technical Reports and other research. The project team will determine if any of the Technical Reports merit formal publication, and will also (in consultation with UNDP, the government and other relevant stakeholder groups) plan and produce these Publications in a consistent and recognizable format. Project resources will need to be defined and allocated for these activities as appropriate and in a manner commensurate with the project's budget.

Audit Clause

The Government will provide the Resident Representative with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP (including GEF) funds according to the established procedures set out in the Programming and

Finance manuals. The Audit will be conducted by the legally recognized auditor of the Government, or by a commercial auditor engaged by the Government.

PART V: Legal Context

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Fiji and the United Nations Development Programme, signed by the parties on 30/10/1970. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The UNDP Resident Representative in *Suva, Fiji* is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document

SECTION II: STRATEGIC RESULTS FRAMEWORK

Table 1: Indicative Outputs, Activities and quarterly work plan

Intended Outcomes: Enhanced capacity through multi-stakeholder participation in planning and pre-investment activities to meet commitments and obligations to global conventions through Global Environment Facility instruments and reports to Convention on Biological Diversity.			
Outcome indicators: Capacity building needs for access to genetic resources and benefit sharing; Capacity building needs for preservation and maintenance of biodiversity related knowledge; National CHM structures for biodiversity information sharing			
Applicable Strategic Area of Support and TTF Service Line (if applicable):			
Partnership Strategy: UNDP collaborates with key national agencies, NGOs and the private sector to assist them in identifying core capacities, and establish mechanisms to improve environmental services and promote sustainable development at all levels.			
Project Number and Title: National Biodiversity Strategy and Action Plan, First & Third National Reports to COP and CHM			
Intended Outputs	Output Targets	Indicative Activities	Inputs
1. Assessment of capacity building needs for assess to genetic resources and benefit sharing	Months 1-12, Year 1 - National policies and management plans - Legal and policy changes -Capacity assessment and gap reports	1.1 Identify and access capacity building needs of govt. and academic institution. 1.2. Identify and assess capacity building needs of NGO and relevant community groups. 1.3. Identify and assess existing policies and plans and recommend appropriate measures.	-Funding from UNDP -Project Manager, Co-ordinator, Project Assistant and Local Consultant -Consultations with Steering Committee
2. Assessment of capacity building needs for preservation and maintenance of biodiversity related knowledge	Months 1-12, Year 1 -Capacity Building programme -Proposal on financing and costing -- National policies and management plans to protect traditional knowledge	2.1. Identify key information on traditional knowledge, practices and innovations relevant to biodiversity. 2.2. Assess capacity building needs for all relevant institutions. 2.3. Identify and assess relevant policies and plans and recommend appropriate measures.	-Funding from UNDP -Project Manager, Co-ordinator, Project Assistant and Local Consultant -Consultations with Steering Committee
3. Establishment of national CHM structures for biodiversity information sharing	Years 1 & 2 --National Biodiversity Web-page/database - Monitoring and field visits programme	3.1 CHM steering committee meetings, and scientific advisory committee meetings. 3.2. Develop a national websites/training 3.3. Develop and conduct awareness programme amongst stakeholders & local communities 3.4. Establish a network between the database and other CHM tools/interlinking with other websites (local/regional/international). 3.5. Setting up national structures for information sharing. 3.6. Develop a programme for monitoring and field visits 3.7. Update of biodiversity database.	-Funding from UNDP -Project Manager, Co-ordinator, Project Assistant and Local Consultant -National Awareness Programmes -Consultations with Steering Committee
4. Project Management	Years 1 and 2 -Inception Report -Narrative quarter reports -Financial & TPR Report	4.1 National CHM Project Coordinator 4.2 Project Assistant (Database) 4.3 Quarterly Reports 4.4 Audit Financial Management 4.5 Annual Tripartite Review	-Funding from UNDP -Project Manager, Co-ordinator, Project Assistant and Local Consultant recruited -Timely input of technical advise from stakeholders -Consultations with Steering Committee

Part II: Annual Work Plan 2009-2010

Annual Work Plan – Year 2009									
Outputs	Activities	2009				Partner	Planned Budget		
		Q1	Q2	Q3	Q4		Source	Description	Amt
Capacity Assessment									
1.0 Assess to genetic resources and benefit sharing	1.1 Identify and access capacity building needs of govt. and academic institution.					MoE	GEF	Local Consultant	6,000
	1.2. Identify and assess capacity building needs of NGO and relevant community groups.					MoE	GEF	Local Consultant	6,000
	1.3. Identify and assess existing policies and plans and recommend appropriate measures.					MoE	GEF	Local Consultant	8,000
2.0 Traditional Knowledge, practices and innovations	2.1. Identify key information on traditional knowledge, practices and innovations relevant to biodiversity.					MoE	GEF	Local Consultant	6,000
	2.2. Assess capacity building needs for all relevant institutions.					MoE	GEF	Misc. Expenses	6,000
	2.3. Identify and assess relevant policies and plans and recommend appropriate measures.					MoE	GEF	Local Consultant	8,000
Completion of Clearing House Mechanism									
3.0 Completion of CHM	3.1 CHM steering committee meetings, and scientific advisory committee meetings.					MoE	GEF	Misc. Expenses	3,000
	3.2. Develop a national websites/training					MoE	GEF	Local Consultant	15,000
	3.3. Develop and conduct awareness programme amongst stakeholders & local communities.					MoE	GEF	Travel	15,000
	3.6. Develop a programme for monitoring and field visits.					MoE	GEF	Local Consultant	5,000
	3.7. Update of biodiversity database.					MoE	GEF	Local Consultant	5,000
4.0 Project Management	4.1 National CHM Project Coordinator					MoE	GEF	Contractual Services	30,000
	4.2 Project Assistant (Database)					MoE	GEF	Contractual Services	20,000
	4.2 Inception Report					MoE	GEF	Personal	Nil
	4.3 Quarterly Reports					MoE	GEF	Personal	Nil
	4.4 Audit Financial Management					UNDP	GEF	Local Consultant	2,500
	4.5 Annual Tripartite Review					UNDP	GEF	Local Consultant	1,000
USD136,500									

Annual Work Plan – Year 2010									
Outputs	Activities	2010				Partner	Planned Budget		
		Q1	Q2	Q3	Q4		Source	Description	Amt
Completion of Clearing House Mechanism									
3.0 Completion of CHM	3.1 CHM steering committee meetings, and scientific advisory committee meetings.					MoE	GEF	Misc. Expenses	3,500
	3.4. Establish a network between the database and other CHM tools/interlinking with other websites (local/regional/international).					MoE	GEF	Equipment	20,000
	3.5. Setting up national structures for information sharing.					MoE	GEF	Local Consultant	14,000
	3.7. Update of biodiversity database.					MoE		Local Consultant	10,000
4.0 Project Management	4.1 National CHM Project Co-ordinator					MoE	GEF	Contractual Services	30,000
	4.2 Project Assistant					MoE	GEF	Contractual Services	20,000
	4.2 Quarterly Reports					MoE	GEF	Personal	Nil
	4.3 Audit Financial Management					UNDP	GEF	Local Consultant	2,500
	4.4 Annual Tripartite Review					UNDP	GEF	Local Consultant	1,000
USD101,000									

Award ID: 00012622

Award Title:

Project ID: 00012622

Project Title: Additional Funding of Biodiversity Enabling Activity

Executing Agency: Ministry of Environment (Fiji)

GEF Outcome/Atlas Activity	Responsible Party (Implementing Agent)	Source of Funds	Atlas Budgetary Account Code	ERP/ATLAS Budget Description/Input	Amount (USD) Year 1	Amount (USD) Year 2	Total (USD)
OUTCOME 1: Assessment of capacity building needs for assess to genetic resources and benefit sharing	MOE	GEF	73100	Local Consultant	20,000	0	20,000
				sub-total	20,000	0	20,000
OUTCOME 2: Assessment of capacity building needs for traditional knowledge, practices and innovations	MOE	GEF	71300	Local Consultant	14,000	0	14,000
	MOE	GEF	74500	Miscellaneous Expenses	6,000	0	6,000
				sub-total	20,000	0	20,000
OUTCOME 3: Completion of CHM	MOE	GEF	71300	Local Consultant	25,000	24,000	49,000
	MOE	GEF	71600	Travel	15,000	0	15,000
	MOE	GEF	72200	Equipment	0	20,000	20,000
	MOE	GEF	74500	Miscellaneous Expenses	3,000	3,500	6,500
				sub-total	18,000	23,500	41,500
OUTCOME 4: Project Management	MOE	GEF	71300	Local Consultant	3,500	3,500	7,000
	MOE	GEF	72100	Contractual Services	50,000	50,000	100,000
				sub-total	53,500	53,500	107,000
				TOTAL			

Summary of Funds:

GEF	\$237,500
Government of Fiji (In-Kind)	\$159,000
Project Total	\$396,500

SECTION IV: ADDITIONAL INFORMATION

PART I:

1. Other agreements



MINISTRY OF LOCAL GOVERNMENT, HOUSING, SQUATTER SETTLEMENT AND ENVIRONMENT

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Government Buildings
Suva, Fiji
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Email : bnair@ls.com.fj

OUR REF NO.:

YOUR REF NO.:
EP: 8/9/3

18th September, 2001

Mr. Tim Howick - Smith
Resident Representative,
United Nations Development Programme,
Private Mail Bag,
SUVA

Dear Sir,

RE: ADDITIONAL FUNDING OF BIODIVERSITY ENABLING
ACTIVITY

Please find attached the revised Add-on Proposal for the Assessment of Capacity Building needs, and completion of the Clearing-House Mechanism (CHM), in the area of biodiversity management in Fiji.

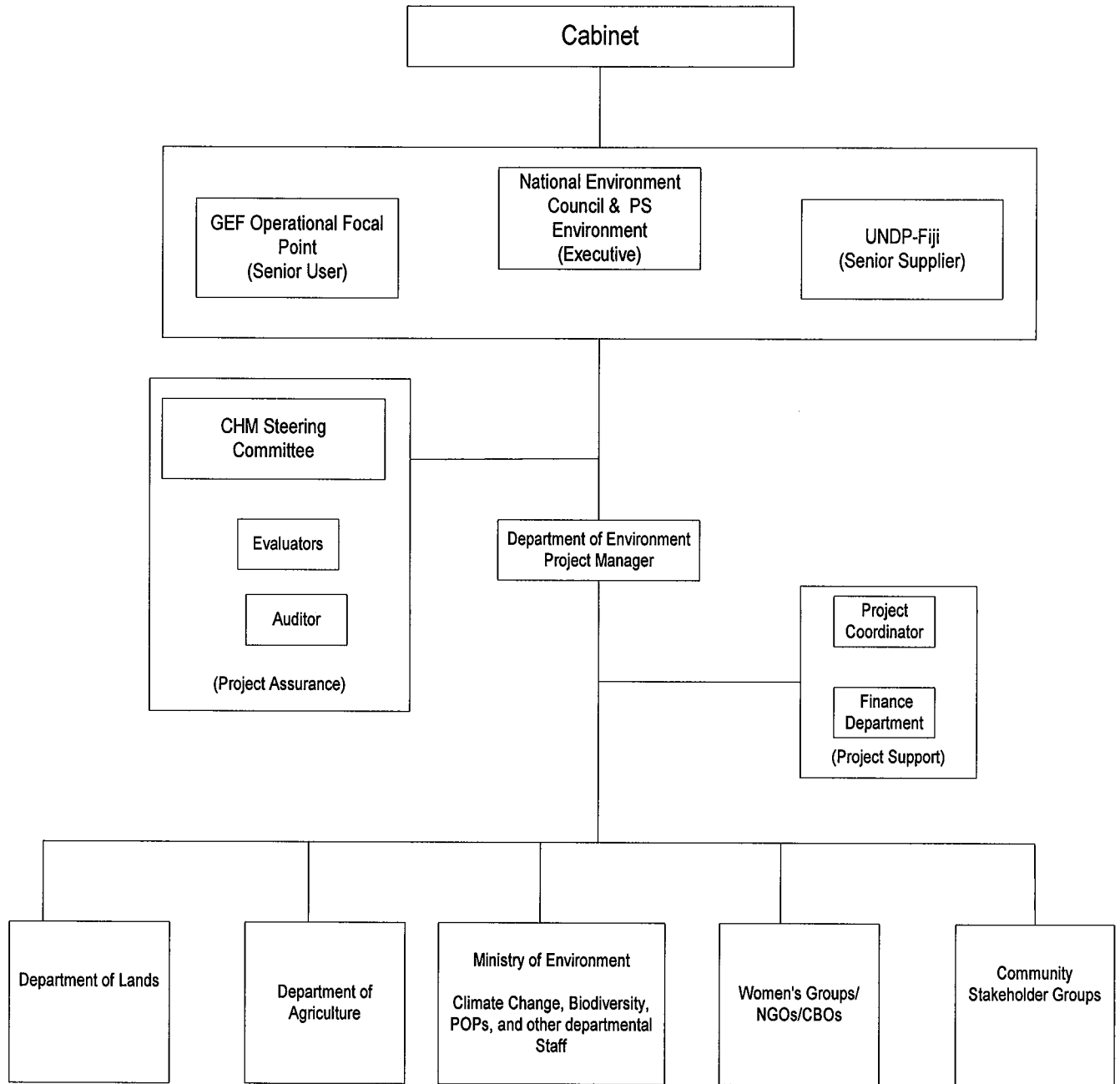
The proposal is endorsed by me and is hereby submitted for your consideration for the necessary funding, please.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Bhaskaran Nair'.

Bhaskaran Nair
Permanent Secretary for Local Government, Housing, Squatter Settlement,
and Environment

PART II: Organigram of Project



1. Project Manager

The Project Manager shall be the Principal Biodiversity Officer in the lead agency, the Department of Environment.

Tasks:

The Project Manager's tasks shall be to:

- Co-ordinate the project's budget
- Manage the project's three-monthly reporting requirements to the UNDP
- Contract and manage the consultants
- Co-ordinate the work of the CHM Steering Committee including convening meetings

2. CHM Steering Committee

Tasks:

The CHM steering Committee will through its members represent all significant stakeholders with a stake or interest in biodiversity conservation. In fulfilling this role the tasks of the Committee will be to:

- Provide overall policy guidance to the project;
- Liaise with stakeholder groups to ensure their participation in the project;
- Monitor project progress by reviewing documentation at intervals;
- Sign off NBSAP on behalf of their agencies for submission to Cabinet;
- Liaise with Government officials to ensure Government support for the project and continue this role to facilitate the implementation of the Action Plan.
- Sectoral representatives will advise the committee on current legislation, policies, strategies and programmes in their sector that involve or affect biodiversity; work with the local consultant to draft sectoral biodiversity policies for discussion by the committee.
- Planning representative will advise the committee on how the policy can be linked with other national policies and development plans
- Facilitating agency representatives will advise the committee on how the groups they represent within society can be involved in the development and implementation of the policy; work with the local consultant to draft policy statements that facilitate the involvement of the groups they represent

3. Project Co-ordinator

The Project Co-ordinator shall be responsible to the Project Manager for co-ordinating the management of the NBSAP-Add-on project, in close consultation with the National Environment Council, and assisting the local expert with the collection of information, identification of issues and options and the publication of material.

Tasks:

The Project Co-ordinators tasks will be to:

- Co-ordinate the management and implementation activities as set out in the project document;
- Provide necessary information for Project Manager to meet reporting and budget management requirements;
- Co-ordinate the consultation process with stakeholders;
- Co-ordinate the organisation of all workshops;
- Co-ordinate production/publication of project material;

- Prepare with the assistance of the local expert and international consultant the draft and final versions of the NBSAP;

Qualifications:

The co-ordinator should have relevant experience of project management and co-ordination in Nauru, including working or linking with Government Departments. He/she should be able to speak and write in both Native and English languages, and have experience in managing a budget. Knowledge of or involvement with the conservation of biodiversity would be an advantage.