**UNITED NATION DEVELOP PROGRAMME (UNDP) REPORT**

**Report Type: Quarterly**

**Reporting Period**: January 1st – March 31st, 2015

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**ICCAS UNDP Component Updates**

**Project Management:**

UNDP WorkPlan and Budget 2015: The UNDP workplan and budget was completed in January in preparation for the project steering committee meeting planned for during the month of February. Two major work planning meetings were held with the Ministry of Agriculture Management Team on January 15 & 21 where the UNDP 2015 workplan were presented. Other climate change projects within the Ministry namely; the UNEP Ecosystem Based Adaptation project and GIZ ICCAS engaged in simultaneous workplan developed in order to build synergies among these projects. An output of the joint work planning was an agreement for the management team to collaborate on a number of awareness activities within the UNDP communication’s strategy.

**Project Steering Committee (PSC):** The PSC meeting was held on February 12th, which included presentation of workplans from the three climate change projects (UNDP, UNEP and GIZ) within the Ministry of Environment. The PSC provides policy advice to the ICCAS project and includes representatives from the National Climate Change Committee (NCCC), an NGO and private sector. UNDP took the lead in communicating with the private section and NGO body to select their representatives for a timely PSC meeting. At the meeting ToR outlining the roles of PSC was finalised. The minutes of the PSC meeting is finalized and is in the processes of being signed.

Programme Management Committee Meeting: Throughout the quarter the staff of the UNDP attended the weekly meetings of the Permanent Secretary (Project Director) and project management team within the Ministry of Agriculture. The UNDP Staff provided regular updates on progress made and use the meetings as an opportunity to obtain technical and administrative support for the UNDP operations.

Staffing: The recruitment process is almost completed for the hiring of six community liaison officers (CLO) to facilitate the implementation of the CCCAF. A request for interest was launched in early February for prospective candidates. During the quarter several meetings were held with PS Jessamy (Project Director) and senior Ministry of Agriculture Officials in order touse the Ministry Systems to select, review and hire appropriate persons to fill the positions of CLOs. The CLOs will be field based positions where persons hired are expected to work remotely from agricultural extension district including Carriacou and PM. The shortlisting of the hiring process has been concluded for Grenada which involved members of the UNDP team in Grenada and senior officers delegated by PS Jessamy.

A total of six persons are expected to be hired with one of these position being a community liaison coordinator (CLC) based at the UNDP Office within the Ministry of Agriculture. The same process is planned for Carriacou and interviews will be conducted on April 7 and 8. From a total of 35 applications for Community Liaison Officer, 12 were interviewed and undertake a written assessment and from a total of 13 applicants for Community Liaison Coordinator five were interviewed and undertake a written assessment. The process for hiring the CLC was completed at the end of March and Dawne Mark was selected to fill that position to commence work on April 1st.

Procurement: The UNDP ICCAS is in process of setting up office spaces for the soon to hired CLOs. The structure for implementing the CCCAF project will be within the Ministry of Agriculture and the CLOs will be based at the agricultural extension districts where there are available office space and personel for day to day supervision. The UNDP staff visited the Agricultural Extension District (AED) offices with senior extension officers to assess the equipment and repair needs for these officers.

The UNDP Office has requested appropriate office equipment, furniture and supplies for the efficient functioning of the CLOs and so far have received the following:

* Eight computer monitors and two laptops docking stations procured form UNDP Barbados through Dell. These computers will be used by the officers hired and will based at the UNDP Office and the agricultural extension districts. The CPUs ended up in St. George Barbados instead of St. George’s Grenada and they should arrived in Grenada early in the next quarter.
* UNDP ICCAS is in the process of procuring the following for the AEDs:.
* Printers (with scanners), desks and chairs, AC units; burglar proofing of one building; painting some office areas; and providing other office supplies.
* Other office supplies for the AED includes: 2 Standing Fans; 6 Surge Protectors for CLO Offices; 6 100W Transformers for CLO Officer; 18 General Purpose Office chairs for CLO Offices and additional space in UNDP office; 2 Cordless Desk Phones, 5 4-drawer Filing Cabinets and other office supplies.

Ministry of Agriculture provides staff support to the ICCAS project: Upon a request by PS Jessamy (Project Director) to UNDP ICCAS project to have some of her staff become involved in the Ministries Projects a job descriptions were written for Mr. Ricky Morain (Planning Officer) and Mr. Roopram Rajwant to assist with the following activities for the Month of March:

* Recruitment of Community Liaison Officers and Coordinator (by March 2015)
* Prepare scenario and questions for CLO/CLC writing exams
* Invigilate the writing exams for the CLOs/CLCs
* Grade the writing exams
* Community Climate Change Adaptation Fund (CCCAF)
* Read and provide comments on five full proposals sent in by the community groups

Project Vehicle: The artwork for the branding the UNDP vehicle with ICCAS awareness materials and the Ministry’s information is completed and the materials should be on the vehicle early in the next quarter. Through the Ministry of Agriculture a standard purchasing order is setup with a petrol company for fueling the vehicle. All travel are logged with a log book provided by the Ministry.

Second SGU Intern joins UNDP Team: Ms. Alexandra Marino of St. George’s University (SGU) joined the UNDP Team, as an Intern in the middle of January. Ms. Marino is a Masters of Public Health degree student and interned with UNDP until March 2015. During the internship she worked on reviewing and cataloging the proposals under the Climate Change Adaptation Fund.

**Project Component 3 Updates: Increase adaptive capacity of communities – Community Climate Change Adaptation Fund (CCCAF)**

Selection Process for Summary Proposals: During the Month of January the UNDP Team along with the Ministry of the Environment selected a review committee to review the shortened list of about 50 summary proposals and make recommendations which will be incorporated when the successful community groups are asked to develop full proposals. The review committee comprised of the following members:

Members of the Summary Proposal Review Committee

Ms. Martina Duncan – Ministry of the Environment and member of the NCCC

Mr. Trevor Thompson - Land Use Officer and member of the NCCC

Mr. Benedict Peters – Ministry of the Environment

Members of the review committee was given USBs with the summary proposals to be reviewed with other background information and the criteria sheet for grading the proposals. The review was completed on January 26 which included an all-day review meeting on January 23 at the UNDP side office. The information with all the scores on the summary proposals is on file.

**50 Community Groups were asked to develop Full Proposal for Funding under the CCCAF**: The full proposal template was finalized for the CCCAF and during the second week of February the successful community groups were informed to move to the second stage of the CCCAF where they were asked to develop full project proposals. To date we have received a total of 30 Final Project Proposals. A guideline documents included the score sheet for reviewing the CCCAF full proposals is developed and is being presented to PS and Ministry of the Environment for comments and approval before presenting to the NCCC for using to grade the full proposals. The UNDP Team and the Ministry of Agriculture appointed staff to UNDP are in the process of completing the first round of reviews of the full proposals. Persons assisting with reviewing proposal: Ricky, Raj, Dawne, Kadijah, Lorenzo and Martin. Proposals and the selection criteria will be submitted to the PS early in the next quarter for presenting to the NCCC for approval.

**Two major training workshops held to prepare community groups for implementing the CCCAF:**

1. Community Climate Change Adaptation Fund proposal writing workshop: On February 18 &19, 43 participants representing the community groups applying for CCCAF were successfully trained specifically to apply for ICCAS CCCAF funding. In additional to the proposal writing the groups were also trained in gender maintaining in order to ensure that gender is built within the projects. Outputs from the workshop included finalizing the full proposal format with the community groups, developing a guideline document to assist groups with the development of their full proposals and providing one-on-one support to groups in developing their full proposal.
2. Climate Change Education and Awareness Workshop: On March 18 &19, 30 participants representing the communities applying for awareness projects under the CCCAF participated in the UNDP ICCAS Climate Change Education and Awareness Workshop. The workshop was facilitated by the communication specialist from the OECS through a join partnership with UNDP. Martin Barriteau also assisted with facilitation by doing two presentations on climate change. The workshop achieved the following objectives:
   * Increase awareness of climate change risks through different target audience in Grenada.
   * Add value to the education and awareness proposals being developed by community groups applying to the community climate change adaptation fund (CCCAF).
   * Integrated human development issues of gender main streaming, youths, poverty, livelihoods and unemployment with climate change vulnerability and risk.

For highlights on the workshop please visit the UNDP ICCAS facebook page using the links below:

<https://www.facebook.com/media/set/?set=a.352940641571490.1073741846.235877526611136&type=3>

<https://www.facebook.com/media/set/?set=a.352948261570728.1073741847.235877526611136&type=3>

**CCCAF Community Meeting and Field Visits at Tivoli, St. Andrew’s:** The Minister of Agriculture Hon. Ronald Bhola made a request to the UNDP team to host a community meeting at the Tivoli Primary School on Monday January 19th 2015 at 5.00pm. In addition to the meeting the team was asked to conduct site visits to vulnerable areas within that constituency where potential CCCAF projects could be developed. As a result of the field visit four more summary proposals were submitted to the CCCAF taking the total amount of project submitted to over 150.

**UNDP Team conducted two missions to community project sites**: Two major missions were conducted to Carriacou and throughout mainland Grenada to meet with the communities developing projects with the aim of further assisting these groups with the development of full project proposals which will be submitted for funding to CCCAF.

**Mission to Project Sites:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Parish | Project Sited Visited | Team |
| **February 8 – 10, 2015** | Carriacou and PM | 7 | Martin Barriteau  Kadijah Edwards  Lorenzo Harewood  Simone Lewis GEF SGP  Davon Baker and Dexter Miller Ministry of Carriacou |
| **Wednesday 4th 2015** |  |  |  |
|  | St. George’s | 3 | Martin Barriteau  Kadijah Edwards  James Mahon Extension Officer  Community group members |
|  | St. Johns | 3 |
|  | St. Marks | 2 |
| **Thursday 8th 2015** |  |  |
|  | St. Andrews | 1 |
|  | St David’s | 3 |
|  | St. Patrick’s | 2 |
| **Monday 9th 2015** |  |  |
|  | St. Andrews | 2 |
|  |  |  |

**Project Component 4.2 Updates – Increasing awareness of climate change risks and disseminate lessons learned and best practices at the local**

**Communication Strategy:** Several meetings were held throughout the quarter in order to finalize the communication strategy and closed the communication specialist consultancy. A detailed presentation and related handouts were given by the communications specialist to the MoA and GIZ teams on 23rd February, which included a briefing on the strategy as well as discussions around the list of activities proposed as part of the campaign. In addition to the strategy a blue print was developed by the communications specialist identifying all the procedures, contact information and budget needed to implement the deliverables in the communication strategy. The outputs from the communication strategy for the quarter includes:

* The artwork for the billboard was finalized with input from the management team from MOA. The six locations for setting up the billboard throughout Grenada Carraicou and Petite Martinique were identified and approved.
* The designs for posters and bumper stickers using the billboard artwork was finalized.
* A video PSA was being developed for TV and radio using the billboard artwork.
* The designs for the project vehicle using the billboard artwork was finalized.

**ICCAS Website:** A major conference call was held on January 16th, 2015 with members of UNDP, GIZ, Government IT personnel and the Ministry of Agriculture to test the ICCAS Website platform. Members of the meeting add access to the website before hand and each gave a presentation on various aspects of the website.

Some comments in the ICCAS website:

* The concern was compatibility with the Grenada government website so that after the project ends, the platform of the website will easily transferred to and can be maintained by the Grenada Gov.
* Placed the Grenadapts logo in the middle and a bit bigger, since it is the Grenadian “brand” for adaptation efforts. The writing “Integrated climate change adaptation strategies” could be below the logo
* Reduce the quantity and structure (minor adjustments) content on the front page
* Create a link to the IKI website www.international-climate-initiative.com should be provided in an appropriate location.
* Correct UNDP, GIZ and the German Federal Ministry logos

A major outcome of the meeting is agreement on the domain name for the website:

[www.iccas.gd](http://www.iccas.gd) was agreed as the domain name and [www.climatechange.gd](http://www.climatechange.gd) will be also secured and used at the end of the project to migrate the ICCAS content to the government of Grenada website.

The website development should be completed by the middle of the next quarter and fully functional with clear linkages to Ministry of Agriculture, UNDP, BMUB and GIZ main webpages.

**Constraints:**

Office Space: UNDP staff continued to operate in a very confined space within the Ministry of Agriculture which is becoming exceedingly too small for staff and equipment. Although we were given the room adjacent to the UNDP Office as additional space for new staff the space in general is not adequate to function effectively.

Internet Service is not very reliable: The internet continued to be slow and most times cannot accommodate the many conference calls made between UNDP Grenada and Barbados. This problem is starting to become embarrassing and time consuming with the break in calls happening every minute. We have started discussion getting a separate internet line which will help deal with this issue.

MoA System for managing the UNDP Vehicle is not adequate: Presently the UNDP vehicle is only given 10 gallons of fuel at any given time and in order to get a fuel vouchers a verbal request has to be made and then a voucher has to be written and get signed. Depending on the availability of Ministry Staff the process can take a day or two with several visits to these departments. This is too time consuming and take time away from doing project duties.

Staff Deficient in Education and Awareness: Due to the administrative work load of the UNDP ICCASS project having to follow the UNDP and Ministry of Agriculture procurement procedures and focusing on setting up CCCAF there was no staff available to focus on communicating the results of the activities conducted. For that reason we were not taking advantage of the opportunities available to sell the project and programmes. With the communication strategy now develop a communications person is needed to assist with implementation of the activities. A communications specialist is budgeted for the next quarter and that person should join the team by the month of May.

The preceding comprises the UNDP ICCAS quarterly report for the period January 1st – March 31st, 2015.



Martin Barriteau

Project Coordinator