Empowered lives.
Resilient nations.

ANNUAL PROGRESS REPORT

Country:	**JAMAICA**		
Reporting period:	January – December 2013		
Project number and title:	Capacity Development for Energy Efficiency & Security in Jamaica - 80532		
Project Duration:	2011 – 2014		
Donors:	UNDP TRAC		
Implementing Partner:	Ministry of Science, Technology, Energy & Mining (MSTEM)		
Responsible Parties:	MSTEM and UNDP		
Overall Project Coordinator:	Fitzroy Vidal		
Initial Approved Budget:	US$48,600.00	**Revised Approved Budget:**	US$37,962.09
Total annual advance:	US$32,090.69	**Total annual expenditure:**	US$ 37,764.66
Annual Delivery:	99.47%		

{This space may be used for pictures}

I. EXECUTIVE SUMMARY

GENERAL OVERVIEW

The Capacity Development for Energy Efficiency and Security in Jamaica (CDEESJ) project significantly advanced the project work plan for 2013. Despite delays presented from procurement challenges, and the need for additional time due to the volume of work to be reviewed and analysed by the Ministry of Science, Technology, Energy & Mining (MSTEM) and the Consultant respectively, MSTEM achieved a 99.47% delivery rate for disbursement and project implementation. At the end of the reporting period, the overall project is at an advanced state of implementation with one activity under Component 2 of the work plan remaining. The project continues to be implemented by MSTEM and its appointed Project Steering Committee (PSC) which provides oversight and monitoring for the execution of the project.

MAIN ACHIEVEMENTS

Output 1: Capacity Development in the Public Sector

The final reports for the third Public Sector Officer training seminar in Energy, Efficiency, Conservation and Management (EECM) and for the overall programme was submitted to MSTEM by the consultant. It was accepted by MSTEM and later passed on to the UNDP, officially completing all components under this component.

Output 2: Piloting Sources of Clean Energy

Preparation of Wind Power feasibility study report by the consultant.

The consultancy was awarded to Prof. A. Anthony Chen effective May 31st 2013 with a projected end date of November 30, 2013. However, the contract was extended at no cost to March 14, 2014, as additional time became necessary due to the volume of data to be analysed, using relatively new software. The consultancy identified 22 feasible sites for the installation of wind turbines to support domestic/community use of renewable energy technologies. The sites identified showed strongest potential in the parishes of Manchester and St. Elizabeth and to a lesser extent Clarendon. At the end of 2013, the Draft Final Report including the Report on the Regulatory Framework were submitted, circulated to the Project Steering Committee and key stakeholders, and accepted as satisfactory.

Output 3: Establishing A Public Private Dialogue Platform

Two Public Private Dialogue Sessions were held as part of the Jamaica Alternative Energy Expo & Conference, September 20-21, 2013. Overall the Expo & Conference showcased 37 booths and 12 table exhibitions. There were six presentations each day with 250 attendees on Friday September 21st and 300 attendees on Saturday September 22nd. Additionally, there was a Newspaper Supplement in the Daily Observer and a Conference Magazine which featured articles from the MSTEM Energy Division and Conference Panel.

CHALLENGES

- Human and technical resource constraints within the Energy Division, MSTEM
- Obtaining feedback on deliverables from partners and key stakeholders on time
- Repeat of the procurement process to select a consultant for the Wind Power for Domestic/Community Application Feasibility Study & Regulatory Review due to unresponsive bids.

LESSONS LEARNED

- Based on human and technical resource constraints within the Energy Division, MSTEM, it would be useful to broaden the Project Steering Committee to include select specialists from the energy sector who can share their technical skills and academic knowledge and act as resource persons for the Committee. This would increase the pool of technical officers available to discuss and review project deliverables, and shorten the turn-around time to provide feedback on key submissions.

- It is useful to ensure that key parties have a common understanding of the process for review, approval and payment of contract deliverables and not only their individual roles and responsibilities in executing a

consultancy. This awareness will foster respect for the process and help to achieve the realisation of expectations for the consultant, technical and administrative personnel who comprise the group of key stakeholders.

- Benefits (for example public awareness) accrue from partnerships and endorsements from other project partners. Benefits also accrue from staging activities jointly with other project partners. For example, public officials who were trained in energy efficiency and conservation, under Component 1, are now being used as point of contacts in the IDB sponsored Energy Security and Energy Efficiency Programme for their respective Ministries, Departments and Agencies.

- Initiating project procurement meetings prior to implementing work plan activities will minimise delays. Procurement officers should be involved when developing the Project Schedule.

- The project reaped additional exposure and benefits by implementing some of its activities simultaneously with other project partners. For example, public officials who were trained in energy efficiency and conservation, under Component 1, are now being used as point of contacts in the IDB sponsored Energy Security and Energy Efficiency Programme for their respective Ministries, Departments and Agencies.

- Given the rigor of the procurement process, it is necessary to allocate more time for the procurement for goods and services. This includes sufficient preparation time for bidders to complete tender documents as well as lead time for MSTEM to respond to contingencies where these may arise. Additionally, it is being recommended that procurement officers be included in developing the Project Schedule.

RECOMMENDATIONS

- The strategy of exploring partnerships with key stakeholders to implement appropriate project activities resulted in the successful staging of the Public Private Dialogue Sessions. This strategy should be utilised where possible for future project activities.

- Propose guidelines for the review of consultant's deliverables for both technical and non technical staff

- Include select specialists from the energy sector in the Project Steering Committee who can share their technical skills and academic knowledge and act as resource persons for the Committee. This would increase the pool of technical officers available to discuss and review project deliverables, and shorten the turn-around time to provide feedback on key submissions.

- At the initial meeting to review/clarify elements of the Terms of Reference with the consultant, the process for submission and approval of deliverables should be explained.

II. FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2010						
Donor	Total Budget (US$)	Programmable Budget (US$)	UNDP Direct Payment/Reimbursements	Total Advances to IP (US$)	Total IP Expenditure US$	Remaining Funds (US$) Prog. Budget minus Total Expenditure
	A	B	C	D	E	F= B-(C+E)
UNDP TRAC	37,962.09	37,962.09	0	32,090.69	37,764.66	197.43
TOTALS:	**37,962.09**	**37,962.09**	**0**	**32,090.69**	**37,764.66**	**197.43**

{Narrative and graphics (ex. graphs) may be included here}

III. Activities and Achieved Results

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US$)	Expenditure (US$)	Achieved Results	Progress Towards Achieving Outputs
Output 1 **OUTPUT 1** **Capacity Development in the Public Sector** **Target for the year:** • **HACT Assessment completed** • **3 Training sessions held and number of public sector officials trained** • **Design a training manual and increase visibility of energy conservation and efficiency in the public sector** **Indicator for the year:** • **Printing of training manuals** • **Delivery of 3 training programme in Kingston, Mandeville and Montego Bay** • **Communication and public awareness on the training programme.**	This component was completed December 2012	0	0	The final report was submitted and approved by MSTEM.	Through the training sessions held there was improved capacity in the public sector to implement and monitor energy conservation and efficiency initiatives in the sector.
Output 2 **OUTPUT 2** **Piloting Renewable Energy Sources**	Preparation of Wind Power feasibility study report by the consultant.	30,900.00	30,702.57	The consultancy was awarded to Prof. A. Anthony Chen effective May 31st 2013. The contract was extended from 6 months to ten (10) months. From the study, 22	At the end of the reporting period, the Draft Final Report and Report on the Regulatory Framework were submitted and accepted.

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US$)	Expenditure (US$)	Achieved Results	Progress Towards Achieving Outputs
Target for the year: • Wind map indicating viable sites for domestic application • Establishment of wind turbines for domestic application • Increase visibility and awareness of renewable energy options for domestic use Indicator for the year: • Preparation of and/or validation of a wind map showing wind speeds and economic analysis for domestic application • Site selection and construction of wind turbines at two pilot sites • Communications and public awareness on wind energy				sites were identified in the parishes of Manchester, St. Elizabeth and to a lesser extent Clarendon as feasible for wind power for domestic/community use.	
Output 3 OUTPUT 3 Establishment of Public Private Forum Target for the year: • Establish on-going platform for dialogue	Public Private Dialogue Session to be convened in the quarter.	2000.00	1239.81	Two Panel Discussions were convened. The first shared some of the energy conservation initiatives in the public and private sectors. The second panel focussed on building	The Expo was a highly visible event which generated additional publicity and awareness of various energy conservation initiatives and the work being executed under this project. In addition to the more

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget (US$)	Expenditure (US$)	Achieved Results	Progress Towards Achieving Outputs
between the public and private sector • Raise awareness of public private partnership issues Indicators for the year: • Design and facilitation of a systematic series of dialogue sessions • Robust media campaign to increase public awareness and support for private/public sector issues • Participation in CARICOM Energy Week as a key public awareness tool • Launch of the SE4ALL conference				capacity in the renewable energy sector through training which would meet labour market demands. All three major tertiary institutions participated and shared the various degree programme courses and short courses available. These presentations were complement by business and entrepreneurial perspectives on the opportunities, threats and challenges of conducting business in the RET sector.	than 500 persons who attended the event, additional publicity was generated through publications in the print media and live outside broadcasts on national radio stations.
TOTAL		**32,900.00**	**31,942.38**		

IV. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
Mona Geo Informatics Institute, University of the West Indies	MSTEM purchased the Wind Sim License for the MGI – UWI to conduct the wind analysis for the Wind Power for Domestic/Community Feasibility Study and Regulatory Review. The license can be used to conduct wind analyses for other studies while valid.
University of Technology (UTECH)	Representative of the School of Engineering was a member of the distinguished panel for the Public Private Dialogue Session held at the Alternative Energy Expo in September 2013. Through this connection, MSTEM has identified a technical resource partner in the energy sector.
Jamaica Trade & Invest (JTI)	Representative from the Manufacturing, Energy & Mining Sector was a member of the distinguished panel for the Public Private Dialogue Session held at the Alternative Energy Expo in September 2013. Through this connection, MSTEM has identified a technical resource partner for reviewing energy initiatives.
Caribbean Maritime Institute (CMI)	Representative of the School of Advanced Skills was a member of the distinguished panel for the Public Private Dialogue Session held at the Alternative Energy Expo in September 2013. Through this connection, MSTEM has identified a technical resource partner in the renewable energy sector.
MSME Alliance	The President of the Alliance was a member of the distinguished panel for the Public Private Dialogue Session held at the Alternative Energy Expo in September 2013. Through this connection, MSTEM has opened the door for partnership with the small business sector to implement and promote the National Energy Policy.

SUSTAINABILITY

The Public Private Dialogue Session is one activity that can be continued and contribute to the sustainability of the project. The strategy is useful to promote other energy related activities being carried out by the GOJ and is an avenue to engage the private sector and other key stakeholders.

Annex I Combined Delivery Report

Annex II Assets and Inventory

ASSET INVENTORY

Project Title:	Capacity Development for Energy Efficiency and Security in Jamaica
Award Number:	
Project Number:	80532
Date of Report:	January - December 2013

JAMAICA

S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Serial Number	Location	Tag Number	Date acquired	Value	Custodian	Remarks
Asset Profile 1 - Vehicles												
1	JAM10	B0512	Vehicle									
2	JAM10	B0512	Vehicle									
3	JAM10	B0512	Vehicle									
4	JAM10	B0512	Vehicle									
Asset Profile 2 - Furniture												
5	JAM10	B0512	Furniture or Fixture									
6	JAM10	B0512	Furniture or Fixture									
7	JAM10	B0512	Furniture or Fixture									
8	JAM10	B0512	Furniture or Fixture									
Asset Profile 3 - Electrical												
9	JAM10	B0512	Electrical Equip. or Computer									
10	JAM10	B0512	Electrical Equip. or Computer									
11	JAM10	B0512	Electrical Equip. or Computer									
12	JAM10	B0512	Electrical Equip. or Computer									
Asset Profile 4 - Heavy Machinery												
13	JAM10	B0512	Heavy Equip. or Generator									
14	JAM10	B0512	Heavy Equip. or Generator									
15	JAM10	B0512	Heavy Equip. or Generator									
16	JAM10	B0512	Heavy Equip. or Generator									
Asset Profile 5 - Non Capitalized Items												
17	JAM10	B0512	Other (less than 1,000 $)									
18	JAM10	B0512	Other (less than 1,000 $)									
19	JAM10	B0512	Other (less than 1,000 $)									

20	JAM10	B0512	Other (less than 1,000 $)								
TOTAL									$0.00		

Project Manager	**Programme Officer**		**Deputy Resident Representative**
Date and Signature	Date and Signature		Date and Signature
Fitzroy A. Vidal			
for	14/5/14	16/05/2014	22/05/14

Annex III Risk Log

*(see **Deliverable Description for the Risk Log** regarding its purpose and use)*

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	*Delay in project implementation arising from a lengthy procurement process.*	*May 2013*	Operational	Probability = 3 Impact =4	Changes to the project schedule and exploration of different procurement mechanisms	MSTEM	MSTEM	*December 2013*	Resolved
2.	*MSTEM must reserve an amount in the bank to maintain the project account; this will decrease the amount of funds available for project expenditure*	*December 2013*	Financial/Reserve Adequacy	Probability = 5 Impact =4	MSTEM has authorised the transfer of funds from another source to cover the shortfall presented by this risk. MSTEM will seek reimbursement from the next tranche of funds to be received from UNDP.	MSTEM	*December 2013*	Pending completion of quarterly report and financials	MSTEM has authorised the transfer of funds from another source to cover the shortfall presented by this risk. MSTEM will seek reimbursement from the next tranche of funds to be received from UNDP.
3.									

Annex IV Issues Log – Not Applicable

*(see **Deliverable Description for the Issues Log** regarding its purpose and use)*

#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Enter a brief description of the issue	When was the issue first identified	Request for Change Problem Other	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority =	What actions have been taken/will be taken to address this issue	Who has been appointed to address this issue	Who submitted the issue	When was the status of the issue last checked	e.g. pending, solved
2.	Enter a brief description of the issue	When was the issue first identified	Request for Change Problem Other	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority =	What actions have been taken/will be taken to address this issue	Who has been appointed to address this issue	Who submitted the issue	When was the status of the issue last checked	e.g. pending, solved
3.	Enter a brief description of the issue	When was the issue first identified	Request for Change Problem Other	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority =	What actions have been taken/will be taken to address this issue	Who has been appointed to address this issue	Who submitted the issue	When was the status of the issue last checked	e.g. pending, solved

Annex V Lessons Learned

*(see **Deliverable Description for the Lessons Learned Log** regarding its purpose and use)*

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1.	Human Factor	September 2013		Based on human and technical resource constraints within the Energy Division, MSTEM, it would be useful to broaden the Project Steering Committee to include select specialists from the energy sector who can share their technical skills and academic knowledge and act as resource persons for the Committee.	Form linkages with key stakeholders for their technical input in the review of documentation and project deliverables; this will increase the pool of technical officers available to discuss and review submissions, and shorten the turn-around time to provide feedback.	
2.	Project Management			It is useful to ensure that key parties have a common understanding of the process for review, approval and payment of contract deliverables and not only their individual roles and responsibilities in executing a consultancy.	This awareness will foster respect for the process and help to achieve the realisation of expectations for the consultant, technical and administrative personnel who comprise the group of key stakeholders.	
3.	Project Management		Benefits (for example public awareness) accrue from partnerships and endorsements from other project partners. Benefits also accrue from staging activities jointly with other project partners. For example, public officials who were trained in			

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
			energy efficiency and conservation, under Component 1, are now being used as point of contacts in the IDB sponsored Energy Security and Energy Efficiency Programme for their respective Ministries, Departments and Agencies.			
4.	Project Management			Initiating project procurement meetings prior to implementing work plan activities will minimise delays.	Procurement officers should be involved when developing the Project Schedule.	
5.	Project Results		The project reaped additional exposure and benefits by implementing some of its activities simultaneously with other project partners. For example, public officials who were trained in energy efficiency and conservation, under Component 1, are now being used as point of contacts in the IDB sponsored Energy Security and Energy Efficiency Programme for their respective Ministries, Departments and Agencies.			
6.	Project Management			Given the rigor of the procurement process, it is necessary to allocate more time for the procurement for goods and services. This		

#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
				includes sufficient preparation time for bidders to complete tender documents as well as lead time for MSTEM to respond to contingencies where these may arise. Additionally, it is being recommended that procurement officers be included in developing the Project Schedule.		

Project Management:	Prepared by:		Date: 9/05/2014
	Checked By:		Date: 9/5/2014
	Approved by:		Date: 14/5/2014

Received 16 May 2014