



# NARRATIVE PROJECT PROGRESS REPORT

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<b>Country:</b>	JAMAICA		
<b>Reporting period:</b>	01/01/2020	TO	12/31/2020
<b>Project number and title:</b>	00094832 Deployment of Renewable Energy and Improvement of Energy Efficiency in the Public Sector		
<b>Project Duration:</b>	4 Years; August 2016 – July 2020; Project extension July 2020 – March 2021		
<b>Donors:</b>	GEF, PCJ, DBJ		
<b>Implementing Partner:</b>	UNDP		
<b>Responsible Parties:</b>	Petroleum Corporation of Jamaica		
<b>Overall Project Coordinator:</b>	Tenny Daley		
<b>Initial Approved Budget:</b>	US\$:659,862.06		
<b>Revised Approved Budget:</b>	US\$:484,987.51		
<b>Total Annual Budget:</b>	US\$: 484,987.51 JMD\$: <a href="#">Click or tap here to enter text.</a>		
<b>Total annual expenditure:</b>	US\$:393,560.57 JMD\$:		
<b>Annual Delivery:</b>	81.14%		



## Executive Summary

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The overall progress to date of the project has been moderately satisfactory despite the delays and challenges caused by the COVID-19 pandemic in addition to the dissolution of the Petroleum Corporation of Jamaica in January 2020 by the Ministry of Science, Energy and Technology (MSET). This event significantly impacted progress on the 2020/21 annual work. Additionally, the arrival of the COVID-19 Pandemic in March 2020 severely impacted project implementation and timelines, these include:

- The postponement of procurement notices for energy efficient lighting retrofits given the health risk imposed to the project team including consultants and contractors who would have been required to conduct site visits at these health facilities during peak of the pandemic.
- Additionally, as a mitigation measure to reduce the spread of the virus, the Government issued stay-at-home orders which restricted movement of persons within Jamaica. Hence the team was unable to conduct the requisite site visits. This delayed ongoing installations and shipment of equipment by at least three (3) months.

### Project Extension

In light of the above challenges the project submitted an extension request to GEF as additional time was needed to properly close out the project stemming from the challenges noted above. An extension of an additional eight (8) months was granted with the new project end date being March 2021.

### Project Staffing

- The Project Management Unit continued to operate without its full complement of staff with only the Project Manager and Finance Officer services being engaged. PCJ's commitment to contract a Project Officer failed to materialize as the entity's function was eventually dissolved by MSET. The project staffing limitations that existed were however being mitigated through support from UNDP Programmes Unit and the engaged technical Consultant, David Barrett. The project will also be pursuing negotiating with the Technical Advisor to include technical support activities in light of the closure of the PCJ. as the PCJ is now non-operational.

### Consultancies/Activities

- Technical Advisor (TA) Consultancy – Consultant Mr. David Barrett continues to provide effective advisory support to the project. However, going forward further support would be required in the absence of PCJ's support.
- Contract valued at USD 160,000 signed in January 2019 between UNDP and Enviroearth for the installation of a 76kW Solar PV system at the May Pen Hospital. Installations have been completed and the Net-billing process through the Ministry of Energy is ongoing. It is anticipated that the system will be commissioned by September 2020.
- A Contract valued at USD156,000 was signed in January 2020 between UNDP and Enviroearth for the installation of a 90kW combined Grid-Tied solar PV system at National Chest and Sir John Golding Health facilities.



A Contract valued at USD50,000 was signed in February 2020 between UNDP and Sinco's Electrical Ltd for LED retrofitting at National Chest, Sir John Golding and Bellevue Health Facilities. At the end of May 2020 installation progress was at 95% complete and on schedule to be completed by June 2020.

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- Discussions are still ongoing to determine how best the project can support the Bureau of Standards Jamaica (BSJ) in the updating of the National Building Codes.

It must be noted that Output 3.1 which speaks to establishing an operational ESCO Model would be partially achieved due to the numerous challenges faced over the past 18 months. The project however will be conducting ESCO related virtual training sessions for private sector companies. Despite the COVID-19 pandemic, the project was able to make progress in several areas particularly the installation of LED lighting bulbs at the National Chest, Bellevue and Sir John Golding Health Facilities. The delivery rate at the end of June 2020 was expected to be low as a result of challenges noted above. The project also signed a contract valued of approximately USD156,000 for the supply and installation of grid-tied PV systems at National Chest and Sir John Golding Health Facilities. Notwithstanding the challenges, it must be noted that PMU remains optimistic in achieving the results of the project.

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## Project Results

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OUTPUT	INDICATORS	ANNUAL TARGETS	RESULTS ACHIEVED	OVERALL PROGRESS TO ACHIEVING OUTPUT RESULT	CHALLENGES EXPERIENCED
<b>1.2 Technicians within the public sector trained and certified to acceptable industry standards in RE and EE with a focus on the solar photo-voltaic subsector. M&amp;V</b>	Number of building managers and O&M staff certified (m/f);	Conduct Renewable Energy and Energy Efficiency Training to additional health facilities	Renewable Energy and Energy Efficiency Training procurements were developed and further modified to include online training as opposed to face-to-face which was not feasibility due to COVID19 protocols. It is anticipated that a firm will be engaged by early February 2021 providing that there are no procurement delays.	Output achieved with further training being planned	Availability of technicians and other health sector workers to attend workshops due to the nature of health facilities.
<b>2.1 The legal and regulatory regime to facilitate scale-up of RE and EE reviewed and strengthened.</b>	Number of proposals and studies delivered to support RE/EE policy development (-)	Support the revising and adapting of the building regulations according to national context.	Procurement of a reputable consulting firm to implement and enforce a unified and user-friendly set of building codes - specifically the existing building, Electrical code and Mechanical Codes.	Output to be achieved through collaboration with the Bureau of Standards Jamaica. Moderate progress has been made towards achieving this Output. UNDP and the BSJ are in discussions to enter into Responsible Party Agreement.	Delays experienced by the BSJ in engaging the consultancy firm. It is anticipated that the firm would be engaged by early 2021
<b><u><i>Uptake of renewable energy strengthened with the Energy Performance Contracting pilot programme</i></u></b>	Status of model contracts for RE/EE procurement and EPC contracting (y/n); (b) Status EPC business model.	ESCO Operation and Financing virtual training to be conducted for energy service providers and financial institution	Procurement documents developed and it is anticipated that a reputable firm will be engaged by early February 2021.	Progress on achieving output has been slow however the training schedule for early 2021 will significantly improve knowledge and understanding on ESCO Operation, Financing as well	Project had to modify procurement documents from face-to-face to virtual training sessions because of the COVID19



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OUTPUT	INDICATORS	ANNUAL TARGETS	RESULTS ACHIEVED	OVERALL PROGRESS TO ACHIEVING OUTPUT RESULT	CHALLENGES EXPERIENCED
<p><b><u>Output 3.2:</u></b> <b><u>Investments in Solar PV, solar water heaters and energy efficiency retrofits in the health sector encouraged</u></b></p>	<p>Number of hospitals retrofitted with RE and EE Technologies</p>	<p>Installation of LED lighting solutions at the remaining three (3) health facilities: May Pen, Savanna-la-mar, Black River Hospitals.</p> <p>Complete installation of solar PV systems at National Chest Hospital and Sir John Golding Rehab Centre.</p>	<p>Installation of LED bulbs completed at the three (3) locations.</p> <p>Installation of solar PV systems completed at one facility -May Pen Hospital and ongoing at two (2) hospitals – Sir John Golding and National Chest</p>	<p>as measurement and verification.</p> <p>Progress being made to achieve this output as the project has been encouraging investments in renewable energy and energy efficient retrofits in 3 health facilities</p>	<p>Delays are being experienced in fast tracking technical matters or processes in relation to solar PV interventions as a result of the PCJ now been non operational.</p> <p>The issuing of procurement notices for LED Retrofitting at the remaining three health facilities was delayed due to the COVID-19 pandemic.</p> <p>Delays in procurement and installation processes due to COVID-19.</p> <p>Implementation timelines were impacted as access was very limited or completely restricted for site visits and installations.</p>



## Lessons Learnt

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Output	Type of Lesson	Implementation Success/ Challenge	Details of Lesson Learnt
<b>Output 3</b>	Project Management and Design	Delays in shipment and installation of RE and EE Equipment stemming from COVID19	Virtual meetings and site visits proved useful in mitigating against the risks associated with conducting physical meetings and site visits
<b>Output 3</b>	Project Management and Design	Dissolution of PCJ by the Ministry of Science, Energy and Technology resulting in limited technical resources to effectively complete the project.	It was important that the project had engaged a technical advisor during the earlier stages, as it was able to revise deliverables to include additional technical support activities that would have been achieved through the PCJ.
<b>Output 3</b>	Partnership	The continued procurement and technical support received through the UNDP Procurement Service Unit (PSU) was effectively in advancing the installation of RE equipment despite the delays caused by COVID19	This was established through the UNDP PSU existing LTAs with International Solar PV Supplier.
<b>Output 1, 2, 3</b>	Project Management and Design	The support received from the operations and maintenance staff both at the hospitals and the regional health authorities was also effectively.	The project was able to work out flexible working arrangements to facilitating the ongoing installations by the contractors



Risk Log

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RISK CATEGORY	SECONDARY CATEGORY	EVENT	CAUSE	IMPACT	Validity When was the risk identified? When will it end?	Mitigation Strategy
Political	Government commitment	The dissolution of PCJ by MSET	Organizational restructuring	High – lack of adequate technical support. Delays in advancing activities that were to be led by PCJ, particularly the Net Billing Application process for the grid-tied PV systems	January 2020	Conduct bilateral meetings with the PCJ and MSET to have a mutual resolution. IF risk continues the project will negotiate with technical consultant to include additional technical deliverables in light of dissolution of PCJ by MSET
X_Other		<i>Delays experienced by the PCJ in signing off on the</i>	Quality of reports below standard and several key information is lacking.	High - This has resulted in significant delays in the implementation	Risk identified in January 2018	UNDP CO engaged a Technical Advisor in February 2018



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**CATEGORY**

RISK CATEGORY	SECONDARY CATEGORY	EVENT	CAUSE	IMPACT	Validity When was the risk identified? When will it end?	Mitigation Strategy
		<i>Investment-Grade Energy Audit Reports</i>		of RE and EE Retrofits under component 3 which accounts for 50% of GEF Funds and approximately 95% of PCJ Funding		who provided a detail review of the reports in May 2018. and an ESCO consultant in November 2019 who provided a quick review of the revised reports in January 2019. The Project Board advised the PCJ that this ongoing issue be resolved urgently. The CO engaged an ESCO consultant in November 2019 who provided a quick review of





**RISK  
CATEGORY**  
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	<b>SECONDARY CATEGORY</b>	<b>EVENT</b>	<b>CAUSE</b>	<b>IMPACT</b>	<b>Validity When was the risk identified? When will it end?</b>	<b>Mitigation Strategy</b>
						the revised reports in January 2019
Political	Government commitment	Delays in obtaining a no-objection from the Ministry of Finance to the super esco model that was proposed using the PCJ as the super ESCO	A change in government in 2016, lack of political will, lack of a common understanding of the mutual benefits of the ESCO industry and the MOF understanding their role in this ESCO arrangement	Project significantly delayed in implementing outcome 3 in accordance with objectives as the PCJ is awaiting commitment from the MOF to remunerate them accordingly from the resulting monetary savings from investments made in any renewable energy and energy	Risk was identified in June 2018d=	A concept note regarding the proposed ESCO Arrangement is being prepared for submission to the Financial Secretary, MOF in January 2019.



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**CATEGORY**

	<b>SECONDARY CATEGORY</b>	<b>EVENT</b>	<b>CAUSE</b>	<b>IMPACT</b>	<b>Validity When was the risk identified? When will it end?</b>	<b>Mitigation Strategy</b>
				efficiency project		
X_Other	Other	Project stalled due to COVID 19	Delay in shipment and procurement processes. Lack of access to health facilities due to restrictions/protocols and existing isolation centres on sites.	Contract extensions, missed timelines and delivery targets.	March 2020	Maintain close communication with stakeholders, partners and contractors



## Monitoring

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<b>Type of Monitoring Action</b>	<b>Date Completed</b>	<b>Evidence of Monitoring Action</b>
Annual RPT (PIR)	September 2020	Final 2020 PIR
Annual Review	Click or tap to enter a date.	Click or tap here to enter text.
Annual Review	Click or tap to enter a date.	Click or tap here to enter text.
Annual Review	Click or tap to enter a date.	Click or tap here to enter text.
Annual Review	Click or tap to enter a date.	Click or tap here to enter text.
Mid Term Eval	Click or tap to enter a date.	Click or tap here to enter text.
Donor Report	Click or tap to enter a date.	Click or tap here to enter text.



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## Project Financial Status

<b>Total Annual Budget</b>	<b>USD \$ 484,987.51</b>
<b>Total Expenditure to date</b>	USD 393,560.57
<b>% Delivery</b>	81.15%
<b>Total Commitments</b>	USD36,000
<b>Are you on track to achieving the delivery target? If not, what is the estimated revised budget?</b>	
NA	

**ASSET INVENTORY**

**Project Title:** Deployment of Renewable Energy and Improvement of Energy Efficiency in the Public Sector  
**Award Number:** 00087974  
**Project Number:** 00094832  
**Date of Report:** Dec-20



Asset Profile 1 - Vehicles											
S/N	Country Code	Business Unit	Item Description	Make & Model	Quantity	Location	Tag Number	Date acquired	Value (USD)	Custodian	Remarks
1	JAM10	B0512	Vehicle	xxx	xxx						
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 Com	Dell Latitude E7270	1	UNDP	F348CG2	Dec-16	\$1,109	None	
10	JAM10	B0512	Electrical Equip. or Com	Dell Latitude E7270	1	UNDP	FFXJBG2	Dec-16	\$1,109	T. Daley	
11	JAM10	B0512	Electrical Equip. or Com	Dell Latitude E7270	1	UNDP	FQZJBG2	Dec-16	\$1,109	A. Uylett	
12	JAM10	B0512	Electrical Equip. or Com	Dell Docking Station	1	UNDP	P100023	Jul-17	\$465.00	T. Daley	
13	JAM10	B0512	Electrical Equip. or Com	Dell Docking Station	1	UNDP	P100017	Jul-17	\$465.00	A. Uylett	
14	JAM10	B0512	Electrical Equip. or Com	Dell Monitor	1	UNDP	P100022	Jun-17	\$464.00	T. Daley	
15	JAM10	B0512	Electrical Equip. or Com	Dell Monitor	1	UNDP	P100016	Jul-17	\$465.00	A. Uylett	
Asset Profile 4 - Heavy Machinery											
16	JAM10	B0512	Heavy Equip. or Generator								
17	JAM10	B0512	Heavy Equip. or Generator								
18	JAM10	B0512	Heavy Equip. or Generator								
19	JAM10	B0512	Heavy Equip. or Generator								
Asset Profile 5 - Non Capitalized Items											
20	JAM10	B0512	Other (less than 1,000	Power Supply	1	Bureau of Standards Jamaica		Jun-19	\$50,000.00	Bureau of Standards Jamaica	
21	JAM10	B0512	Other (less than 1,000	Solar Panels	222	May Pen Hospital		Aug-19	\$147,732.23	Southern Regional Health Authority	
24	JAM10	B0512	Other (less than 1,000	LED Bulbs/Tubes	623	National Chest Hospital		Jun-20	\$8,457.78	South East Regional Health Authority	
25	JAM10	B0512	Other (less than 1,000	LED Bulbs/Tubes	565	Sir John Golding Hospital		Jun-20	\$13,331.48	South East Regional Health Authority	
26	JAM10	B0512	Other (less than 1,000	LED Bulbs/Tubes	2197	Bellevue Hospital		Jun-20	\$27,104.81	Bellevue Hospital	
<b>TOTAL</b>									\$248,485.30		

**Project Manager: Tenny Daley**  
 Signature *T. Daley*  
 Date: 22 January 2021

**Programme Officer: Mrs. Ava Whyte-Anderson**  
 Signature *A. Whyte-Anderson*  
 Date: 22 January 2021

**Resident Representative: Mrs. Denise Antonio**  
 Signature *D. Antonio*  
 Date: 22 January 2021