

**INTER-OFFICE MEMORANDUM**  
**PROJECT MANAGEMENT OFFICE, ENERGY DIVISION**  
**MINISTRY OF SCIENCE, TECHNOLOGY, ENERGY & MINING**

TO: Mr. Fitzroy Vidal  
**Principal Director, Energy**

THRU: Mr. Horace Buckley *Buckley*  
**Director, Project Management**

FROM: Jody Grizzle *JG*  
**Project Coordinator**

DATE: December 15, 2014

RE: **CDEESJ Project Quarterly Report for July to September 2014**

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Attached for your review and approval is the CDEESJ Project Quarterly Report for the period July to September 2014.

Although the report was submitted to the UNDP on October 9, 2014, there were several points of clarification which has resulted in this delay.

Regards.

*Attachments.*

*[Signature]*  
15/12/2014





## MINISTRY OF SCIENCE, TECHNOLOGY, ENERGY AND MINING

PCJ Building, 36 Trafalgar Road, Kingston 10, Jamaica W.I.

Tel. (876) 929-8990-9

Fax: (876) 960-1623

E-mail: [info@mstem.gov.jm](mailto:info@mstem.gov.jm)

Website: <http://www.mstem.gov.jm>

December 15, 2014

Ms. Asha Bobb Semple  
United Nations Development Programme  
1-3 Lady Musgrave Road  
Kingston 5

Dear Ms. Semple:

### **Re: Submission of Reporting Documents**

Please find attached the Quarterly Report, Face Form and Annexes for the period July to September 2014.

After your review, kindly return same to us with the requisite signature of approval, so that our files can be completed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fitzroy Vidal', written over a horizontal dashed line.

Fitzroy Vidal  
Principal Director, Energy  
for Permanent Secretary

Attachments





Empowered lives.  
Resilient nations.

## QUARTERLY PROGRESS REPORT

Country	JAMAICA		
Reporting period	July - September 2014		
Project number and title	Capacity Development for Energy Efficiency and Security in Jamaica - 80532		
Project Duration	2011 – 2014		
Implementing Partner	Ministry of Science, Technology, Energy and Mining (MSTEM)		
Responsible Parties	MSTEM		
Overall Project Coordinator	Fitzroy Vidal		
Initial Approved Budget	US\$35,775.65	Revised Approve Budget	
Balance Brought Forward from Previous Quarter	US\$ 4043.89 (J\$452,310.01, UNORE \$111.85)		
Current Quarter Advance	US\$0.00	Current Quarter Expenditure	US\$3869.02
Annual Expenditure to Date	US\$11,128.66	Current Year Delivery to Date	31.10%

Description of In Kind Contribution (attach any supporting documents)	Total Estimated Monetary Value
<ul style="list-style-type: none"> <li>- TOR for report on commission of wind turbines by the CMI</li> <li>- Quarterly Report, July to September 2014</li> </ul>	

### I. SUMMARY OF PROGRESS TOWARDS OUTPUTS (DESCRIBE PROGRESS TOWARDS EACH OUTPUT, CHALLENGES AND OTHER MAJOR DEVELOPMENTS DURING THE QUARTER)

#### Output 2 Activity Result 1.2: Site selection and construction of wind turbines

- The Caribbean Maritime Institute (CMI) requested a postponement of project implementation to the end of September at which time construction is to commence. The selected schools have been apprised of the delay and are expecting the CMI within the next 2 weeks.
- Based on the CMI request for an extension, MSTEM requested a no cost extension to the project from August 2014 to March 31, 2015; this has been agreed in principle by the UNDP; formal documentation is pending.
- A revised Schedule of Deliverables and contract are being prepared by MSTEM to reflect the new project timelines.
- MSTEM was advised that Cabinet granted approval for fiscal space allocation for the 2014/2015 financial year in the amount of \$2,719,369.00, to complete implementation of the CDEESJ. As such payments which were on hold are being made and the project can request the next tranche of funding from the UNDP.
- An Evaluation Panel comprising representatives of the MSTEM and Faculty of Engineering, UTECH has been convened to review resumes of applicants for the consultancy to prepare a commissioning report on the wind turbines to be installed by the CMI.



**II. PROJECT EXPENDITURE FOR REPORTING PERIOD (JULY – SEPTEMBER, 2014)**

Output # / Activity Result #	Balance B/F	Requested JMD\$	Received JMD\$	*Date Received	Payments by UNDP (including External Atlas)	Payments by IP J\$	Balance JMD\$
	from previous Qtr A						
Output 2 Activity Result 1.2 Site selection and construction of wind turbines	J\$452,310.01	-	-	-	-	436,387.50*	15,922.51 <sup>1</sup>
Bank Reserve							4657.51
<b>Total</b>							20,580.02
Cash in hand @ end of reporting period							20,580.02
Commitments @ end of reporting period: Reimbursement to MSTEM							\$22,277.68

*\*The UNORE for September, 2014 is \$112.79*

<sup>1</sup> Project Funds were insufficient to cover the reimbursement to MSTEM totalling \$22,277.68 and as instructed by UNDP in email dated November 4, 2014 a separate request for these funds will be submitted.





### III. INDICATOR TRACKING TABLE

(The Indicator tracking sheet given below is a useful Performance Monitoring tool which can serve as a valuable source of readily available information on project progress towards achieving their corresponding annual targets. Summarize all the Outputs with their respective indicators, baseline and annual targets into the

OUTPUT#	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
<b>Output 1: Capacity Development for the Public Sector</b>	HACT Assessment and Final Audit	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2012
	3 training sessions held in three different geographical areas	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2012
	# of public sector officers trained	Not done/No report	Completed	Completed	Completed	Completed	Completed,2012
	Design Performance contracting training manual <sup>2</sup>	Not done/No report	Not done/No report	Not done/No report	Not done/No report	Not done/No report	Not done/No report
<b>Output 2: Piloting Renewable Energy Sources</b>	Increase visibility and awareness of energy conservation and efficiency in the public sector	Not done/No report	Completed	Completed	Completed	Completed	Completed,2012
	Wind map indicating viable sites for domestic application	Not done/No report	Completed	Completed	Completed	Completed	Completed,2013
	Establishment of wind turbines for domestic application	Not done/No report	In progress	In progress	In progress	In progress	In progress
<b>Output 3 Establishment of a Public Private Dialogue Forum</b>	Increase visibility and awareness of renewable energy options for the domestic use	Not done/No report	Not yet started	Not yet started	Not yet started	Not yet started	Not yet started
	To establish an-ongoing platform for dialogue between the public and private sectors	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2013
<b>Output 3 Establishment of a Public Private Dialogue Forum</b>	Raise awareness of public private partnership issues	Not done/No report	Completed	Completed	Completed	Completed	Completed, 2013

<sup>2</sup> This activity was to be implemented using additional funds to be made available to the project by the UNDP. The additional funding did not materialise and consequently the manual was



**IV. PLANNED OUTPUTS, ACTIVITY RESULTS AND ACHIEVED RESULTS FOR THE QUARTER (BASED ON AWP) [COMPLETION STATUS CODED AS: FULLY=ACTIVITY RESULT ACCOMPLISHED/INCOMPLETE/NOT FINISHED; NOT STARTED=NO ACTIVITY HAS STARTED DURING THIS QUARTER]**

PLANNED OUTPUT (based on quarterly work plan)	Planned Activity Results	Completion Status			Remarks on completion status of planned activities	Progress
		Fully	Partially/Not Finished	Not Started		
Output 1: Capacity Development in the Public Sector	Capacity building for energy conservation and efficiency	X			Completed	Completed
	Capacity building for Facilities & maintenance managers, energy conservation and efficiency	X			Completed	Completed
	Wind map indicating viable sites for domestic application	X			Completed.	Completed
Output 2: Piloting Renewable Energy Sources	Establishment of wind turbines for domestic application		X		Construction of the wind turbines did not commence according to the original schedule. The CMI informed MSTEM by way of letter dated August 13, 2014 that it was unable to commence construction of wind turbines due to financial constraints. Construction would now begin by the end of September 2014. Additionally, there was no fiscal space in the 2014/2015 financial year to complete implementation of the CDEESJ.	A revised schedule of deliverables for MSTEM will amend the Contract. Wind turbines will be commissioned.
	Increase visibility and awareness of renewable energy options for the domestic use			X	The two selected schools, Rose Hill Primary and Nazareth All Age were informed of the change in schedule.	Site visits were conducted by the CMI and Rose Hill Primary Schools. Estimates work involved in construction of the schools were presented to Stakeholders' Meeting propose
Output 3: Establishing a Dialogue Platform	Host 3 dialogue sessions with public and private sector stakeholders	X			Communication plan being developed by the CMI	Draft multi-media presentation dissemination in selected communities
					Completed	Completed



**V. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)**

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION
		<b>NOT APPLICABLE FOR QUARTER 3</b>	

**VI. RISK LOG**

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Budget Allocation and Management of fiscal space under the IMF Agreement	September 2013	Financial	Delays in construction of wind turbines P=4, I=4	MSTEM has written confirmation from the CMI that there are no hindrances to commencement of construction of wind turbines	MSTEM	MSTEM	September, 2014	Reducing
2.	Complex Design: technical complexity and innovativeness	June, 2014	Operational	Delays in construction of wind turbines P=4, I=4	On-going dialogue with CMI and key stakeholders; site visits by MSTEM	MSTEM	MSTEM	September, 2014	Increasing
3.	Project Management	September, 2014	Operational	Project delivery, monitoring and evaluation P=2, I=4	On-going dialogue with Project Steering Committee and MSTEM internal team	MSTEM	MSTEM	September, 2014	Increasing

*\* Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)  
Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)*



**VII. IMPLEMENTATION CONSTRAINTS AND LESSONS LEARNED**

Implementation Constraint	Measures/Action Taken	Recommendation for follow-up (if implementation constraints persist after measures taken)	Issues resolved (yes/no) (Complete Lessons Learnt section)
Limited fiscal space to implement the project due to obligations under the IMF Agreement.	MSTEM requested and received fiscal space in the 2014/2015 financial year to complete implementation of the CDEESJ Project.	Need for close monitoring of remaining project schedule	YES

**LESSONS LEARNT**

<p>- GoI fiscal policy and financial constraints can affect project implementation despite the availability of funds from international development partners.</p>
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**VIII. PLANNED ACTIVITIES (NEXT QUARTER – JANUARY TO MARCH, 2015)**

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets		
		M1	M2	M3		Source of Funds	Budget Description	Amount
<b>OUTCOME 2</b> Piloting Renewable Energy Sources	<b>1.2 Site Selection and Construction of Wind Turbine</b>				MSTEM	UNDP		
<b>OUTPUT 2</b> Piloting Sources of Clean Energy <u>Targets:</u>	Identification of suitable sites and construction of the turbines: <ul style="list-style-type: none"> <li>Install and commission wind turbines</li> <li>Report on commissioning of turbines</li> <li>Maintenance manual and plan</li> </ul>		X				71305 Local Consultant	J\$1,018,237.50
- Wind map indicating viable sites for domestic application.								J\$872,775.00
- Establishment of Wind Turbines for Domestic Application.								J\$290,925.00
- Increase visibility and awareness of renewable energy options for domestic use.	<b>1.2 Monitoring &amp; Evaluation</b>				MSTEM	MSTEM	In Kind	
	4.1.1 Project Board Meeting		X					US\$100.00
	4.1.2 Quarterly Report and Work-Plan Update			X				US\$100.00
	4.1.3 Annual Project Reporting			X				US\$100.00
<u>Indicators:</u>								
- Preparation of and/or validation of a wind map showing wind speeds an economic analysis for domestic application								
- Site selection and construction of wind turbines at two pilot sites								



**COMPLETION CHECKLIST:**


**PRIOR TO SUBMISSION OF FINAL DRAFT TO UNDP, PLEASE CHECK THE FOLLOWING:**

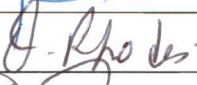
- Asset Inventory log completed with signature (See Annex I: Asset Inventory template)
- Report reviewed by PSC ((Yes/NO) – The report has been reviewed by some members of the PSC and those comments have been included.
- All sections of Quarterly Report completed
  1. Summary of Progress towards Outputs
  2. Project Expenditure for Reporting Period
  3. Indicator Tracking Table
  4. Planned Outputs, Activity Results, and Achieved Results for the quarter
  5. Unplanned activities during quarter
  6. Risk Log
  7. Implementation Constraints and Lessons Learned
  8. Planned Activities

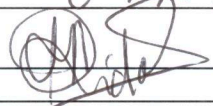
Signed Asset inventory

Signed report by Project Management

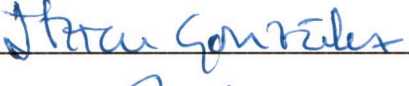
**Project Management:** (This should be the person whose name is in the Signatory Registry)

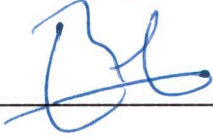
Prepared by:  Date: 15/12/2014

Reviewed by:  Date: 15/12/14

Approved by:  Date: 15/12/14

**UNDP Resource Person:**

Accepted by:  Date: 18/12/2014

 (Signature)





**Annex I: Assets Inventory**

Project Title:  
Award Number: 000  
Project Number: 000  
Date of Report:

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

**Project Manager**  
Date and Signature

*[Signature]*  
15/12/2014

**Programme Officer**  
Date and Signature

*[Signature]*  
Programme Analyst  
18 December 2014

**Deputy Resident Representative**  
Date and Signature

*[Signature]*  
5 Jan. 2015

