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QUARTERLY PROGRESS REPORT

Country	JAMAICA		
Reporting period	October to December 2014		
Project number and title	UNDP GEF PIMS no 4967 – Third National Communication (TNC) and Biennial Update Report (BUR) to the United Nations Framework Convention on Climate Change (UNFCCC); Output 87933		
Project Duration	3 years; 2014 – 2016		
Implementing Partner	Ministry of Water, Land Environment & Climate Change (Climate Change Division)		
Responsible Parties			
Overall Project Coordinator	Mr. Albert Daley, Principal Director, Climate Change Division		
Initial Approved Budget	141,562.22	Revised Approved Budget	N/A
Balance Brought Forward from Previous Quarter	n/a		
Current Quarter Advance	0	Current Quarter Expenditure	23,465.57(USD)
Annual Expenditure to Date	23,465.57	Current Year Delivery to Date	Annual exp/approved budget x 100% = 16.6%

Description of In Kind Contribution (attach any supporting documents)	Total Estimated Monetary Value
Support to PMU, office space, utilities, laptop, internet,	36,667 JAD

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

1. The second inception workshop for all relevant stakeholders was held There were 78 persons in attendance from a wide cross-section of institutions and organizations.
2. The Project Steering Committee (Project Board) was established and met twice during the quarter on Thursday 30 October 2014 and on Thursday 18 December 2014.
3. Procurement processes initiated International GHG Inventory Analysis Expert and five national Experts completed.
4. Two members of the Jamaican Delegation were supported to attend COP20 in Lima, Peru. –
5. COP20 CONCLUDED WITH THE ELEMENTS FOR A DRAFT NEGOTIATING TEXT FOR A NEW AGREEMENT, DECISIONS TO IMPROVE EXISTING REPORTING REQUIREMENTS AND FOR THE ESTABLISHMENT OF NEW REQUIREMENTS.

II. PROJECT EXPENDITURE FOR REPORTING PERIOD (OCTOBER - DECEMBER, 2014)

Output # / Activity Result #	Balance B/F from previous Qtr	Requested JMD\$	Received JMD\$	*Date Received	Payments by UNDP (including External Atlas)	Payments by IP	Balance JMD\$
	A	B	C		D	E	(A+C)-E
Outcome 1: National Circumstances; Output 1.1 Inception Workshop; Activity 1.1.1. Conduct Inception Workshop (Inception Workshop 2, October 14, 2014)	0	0	0		389,105.68	0	
Outcome 2: GHG Inventory updated and domestic MRV developed Activity 2.1.1. Establish the National GHG Inventory Team (NIT) comprising of GHG Inventory Analysis Expert (Team Leader) and five National Experts	0	0	0		0		
Outcome 3: Programme, actions and plans developed using improved V&A methodologies and Tools Activity 3.1.1. Identify suitable methodologies and tools	0	0	0		0		
Outcome 4: Steps to mitigate Climate Change Activity 4.1.1. Procure supplies, office equipment and furniture	0	0	0		308,134.23		
Outcome 5: TNC products promoted through advocacy Activity 5.1. Jamaica position paper for COP 20 prepared and presented; two participants funded to COP20	0	0	0		967,507.44		
Outcome 7: Monitoring and Evaluation Activity 7.1. Project Board and technical group meeting supported	0	0	0		0		
Outcome 8: Project Management Unit Activity 8.1 Project Administrator	0	0	0		1,000,000		

Output # / Activity Result #	Balance B/F from previous Qtr	Requested JMD\$	Received JMD\$	*Date Received	Payments by UNDP (including External Atlas)	Payments by IP	Balance JMD\$
	A	B	C		D	E	(A+C)-E
Total	0	0	0		2,664,747.30	0	0
Cash in hand @ end of reporting period							
Commitments @ end of reporting period							

I. INDICATOR TRACKING TABLE (FOR GEF PROJECTS, USE OUTCOME INDICATORS)

(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. Values of indicators in each quarter show the progress towards achieving their corresponding annual targets. Summarize all the Outputs with their respective indicators, baseline and annual targets into the following table as per the example)

OUTPUT# (For GEF Projects use Outcomes)	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
National Circumstances, Constraints and gaps, Stock-Taking and other Information Assess/Updated Baseline data on National Circumstances, Constraints and Gaps as outlined in the SNC for 2000-2005, no data for 2010. 1. Updated national circumstances, review and analysis of available national strategies and plans for relevant sectors, established sex-disaggregated data management system. 2. Identification of constraints and gaps and related financial, technical and capacity needs for completing subsequent BURs and TNCs. 3. At least six (6) stakeholders' consultations conducted in support of data gathering throughout project duration.		0	0	0	1	1	2
	1. Status of update on National Circumstances, Constraints and Gaps data from SNC as well as stock-taking	No Report	Not Applicable	Not Applicable	Not Done	Not Done	Not Done
	2. Number of stakeholders's consultations conducted in support of data gathering	No Report	Not applicable	Not applicable	Partially Completed	Partially Completed	Partially Completed
	(completed/partially completed/Not done) – qualitative indicator						
Steps to mitigate Climate Change 1. Mitigation assessments using LEAP model with database of 2000. 2. Three energy scenarios on varying population growth and GDP. 3. LEAP Model data for households, government, industries and transportation. 4. No national mitigation strategy. 5. Not all government policies include climate change mitigation measures. 6. No assessment of the impact of CC mitigation measures on national development. 7. No reported mitigation actions. .. Information and programmes on mitigation actions and effects including methodologies and assumptions for low emission development strategies developed for energy sector and LULUCF sector. 2. Updated LEAP Model Data for scenarios of population growth and changes in GDP	1. Status of update on LEAP Model data.	No update	Not applicable	Not applicable	Not applicable	Partially completed	Partially completed

OUTPUT# (For GEF Projects use Outcomes)	INDICATOR(S)	BASELINE	Q1	Q2	Q3	Q4	Annual TARGET (DEC 2014)
<p>based on latest GHG emission scenarios contained in AR5.</p> <p>3. Draft national mitigation strategy with associated cost analysis, recommendations for implementation of mitigation measures, assessment on the impact of CC mitigation measures on national development (since 2010) and a report of financial constraints, technical, institutional needs and capacity requirements identified to address mitigation measures.</p>							
<p>Outcome 5: TNC and BUR process promoted through advocacy and communication.</p> <p>1. Support to annual participation of Jamaican Delegation to UNFCCC COP since 2009.</p> <p>2. Climate Change Roundtable Dialogue Series established in 2009 under SNC includes pre-COP preparation and post-COP debriefing sessions.</p> <p>.. Participation of the Jamaican Delegation to UNFCCC annual Conference of Parties (i.e. one participant per year including equal opportunity for the attendance of female representatives).</p> <p>2. Increased stakeholders knowledge and participation in negotiation process through presentations and consultations by continuing the Climate Change Roundtable series at least two per year.</p>	<p>1. Number of members of the Jamaican delegation supported to participate in sessions of the Conference of Parties to the UNFCCC.</p> <p>2. Number of sessions of Climate Change Roundtable dialogue held.</p>	No support/sessions	Not applicable	Not applicable	Not applicable	Completed	Completed
Outcome 8: Project Management Unit	Status of payment to Project Administrator	No payment	Not applicable	Not applicable	Completed	Completed	Completed

II. PLANNED OUTPUTS, ACTIVITY RESULTS AND ACHIEVED RESULTS FOR THE QUARTER (BASED ON AWP) [COMPLETION STATUS CODED AS: FULLY=ACTIVITY RESULT ACCOMPLISHED; PARTIALLY=ACTIVITY STARTED BUT 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 Towards Achieving Output
		Fully	Partially/Not Finished	Not Started		
Output #1.1: National Circumstances updated, strategies and plans reviewed, sex- disaggregated data management established	Conduct second Inception Workshop	X			Workshop scheduled for Tuesday 14 October 2014 at Terra Nova Hotel	The workshop was held on Tuesday 14 October 2014 at the Terra Nova Hotel. Seventy eight persons were in attendance with the Honourable Robert Pickersgill, Minister of Water, Land, Environment and Climate Change and Dr. Arun Kashyap, UN Coordinator and Resident Representative UNDP officiating the opening ceremony.
Output #2.1. Establish GHG Inventory Team	GHG Inventory Analysis Expert and five National Experts identified.		X		GHG Inventory Analysis Expert was selected through UNDP's procurement procedure for international expert. Five National experts were selected through GOJ procurement process.	GHG Inventory Analysis Expert will be contracted for nine months from January to September 2015; five national Experts will be contracted for four months from February to May 2015.
	Data collection for GHG Inventory			X		
Output #4.1. Data Assembly and Scenario Preparation	One desk, nine chairs and three filing cabinets purchased		X		Outstanding supplies, office equipment and furniture will be procured in first quarter of 2015.	Furniture was purchased from two reputable suppliers of stationary and office equipment using the procurement guidelines provided by the Government of Jamaica. Outstanding articles will be procured through the Procurement facility of the Ministry of Water, Land, Environment and Climate Change.

III. UNPLANNED ACTIVITIES DURING QUARTER (IF APPLICABLE)

OUTPUT#	DATE	UNPLANNED ACTIVITY	COMMENTS/JUSTIFICATION

I. RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1.	Implementation time frame	14 August 2014	Operational	High	Immediate recruitment of required national and international consultants	PMU	PMU	JAN2015	REDUCING
2.	Poor monitoring and evaluation	14 August 2014	Organizational	Low	Outline of an M&E Framework for effective management and delivery of output by the PMU and the PSC	PMU	PMU	JAN2015	NO CHANGE
3.	Recruitment of suitable human resources	14 August 2014	Operational	High	Target specialists broadly to include international, regional or local professional groups with specific skills	PMU	PMU	JAN2015	REDUCING
4.	Stakeholders relationships	14 August 2014	Strategic	Medium	Involvement of relevant stakeholders at an early stage of project development and execution	PMU	PMU	JAN2015	REDUCING
5.	Inadequacies in the data collection mechanism	14 August 2014	Strategic	High	Sensitise and train stakeholders on effective data collection in the first quarter of the project	PMU	PMU	JAN2015	NO CHANGE
6.	Poor governance and accountability	14 August 2014	Organizational	Low	Establish report and monitoring framework, with identified responsibilities for state and non-state accountability	PMU	PMU	JAN2015	REDUCING

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)
Meeting deadline for submission of BUR in December 2014	Implementation will be completed in the second quarter of 2015	No constraints expected	Yes

LESSONS LEARNT

Enough time must be provided for deadlines to be achieved including additional time for delays.

VIII. PLANNED ACTIVITIES (JAN-MAR 2015)

Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets			
		M1	M2	M3		Source of Funds	Budget Description	Amount	
Outcome 2: GHG Inventory updated and domestic MRV developed. 2.1 Establish National GHG Inventory team 2.2 Data availability and Quality determined	2.1.1. Recruitment and hiring	X	X	X		GEF	71200	27,992	
	2.1.2. Training workshops		x	X		GEF	71300	10,000	
	2.1.3. Data collection	X	X			GEF	71600	3,600	
	2.1.4. Compile inventory	X	x	X		GEF	74500	1,180	
	2.1.5. Stakeholders' consultations		X			GEF	75700	5,000	
				X	X		GEF	71600	0
				X			GEF	71300	500
Outcome3 : Programme, actions and plans developed using improved V&A methodologies and Tools V&A assessments for 5 sectors completed	3.1.1. Identify suitable methodologies and tools	X	X			GEF	74500	500	
	3.1.2. Procure local consultants								
	3.1.3. National consultations								
	3.1.4. Travel for consultations								
	3.1.5. Conduct Workshops								
Outcome 4: Steps to mitigate Climate Change 4.1 Acquired new LEAP software	4.1.1 Procure supplies	X	X			GEF	72500	1,000	
	4.1.2 Procure local consultants								
	4.1.3. Travel for Consultations								
	4.1.4. Workshops	X	X			GEF	72200	6,000	
Outcome 5: TNC and BUR processes promoted through Advocacy and Communication	Print banner and brochures for outreach activities	X	x	x		UNDP	74200	3,600	

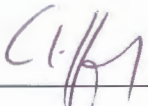
Expected Outputs	Planned Activities	Timeframe			Responsible Party	Planned Budgets		
		M1	M2	M3				
Outcome 7: Monitoring & Evaluation	7.1.1. Hire Part-time Assistant	X	X	X		GEF	71300	1,657.50
	7.1.2. Conduct meetings of Project Board and Technical Working Group	x	x	X		UNDP	75700	501.75
	7.1.3. HACT Assessment	x				UNDP	71400	5,000
Outcome 8: Management of project	8.1. Maintain Project Office	x	X	X		GEF	74500	143.75
	8.1.2. Staffing 8.1.3. Salary for Project Administrator	x	x	X		GEF	71300	7,500
Total								74,175

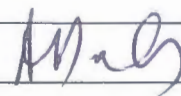
COMPLETION CHECKLIST:

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)
- 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: 18.3.15

Reviewed & Approved by:  Date: 19/3/15

UNDP Resource Person:

Accepted by: NOVIA MCKAY (PROG. ASS = CAP. DEV.) Date: 30/3/2016

 (Signature)