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 ACTION INFO.

ANNUAL PROGRESS REPORT

Country:	JAMAICA		
Reporting period:	July – December 2010		
Project number and title:	PIMS #3832; Project ID # 74120; Atlas # 59298 <i>Strengthening the Operational and Financial Sustainability of the National Protected Area System Master Plan (PROTECTED AREAS PROJECT)</i>		
Project Duration:	Six (6) years		
Donors:	UNDP/GEF, GOJ, TNC, GF <i>KFW</i>		
Implementing Partner:	National Environment and Planning Agency – NEPA		
Responsible Parties:	National Environment and Planning Agency – NEPA, Forestry Department, Jamaica National Heritage Trust, Environment Management Division (OPM), The Nature Conservancy		
Overall Project Coordinator:	Roxanne Valentine – Project Manager		
Date:	06 January 2011		
Current year Approved Budget:	US\$1,199,435		
Total annual advance:	US\$41,700	Total annual expenditure:	US\$10,994
Annual Delivery:	___ %		



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I. EXECUTIVE SUMMARY

The FSP project agreement was signed on July 8 2010, with immediate implementation. NEPA commenced the setting up of the Project Management Unit (PMU) with the intention for immediate engagement of the Project Manager and establishment of a work station. The Project Manager has since been engaged in late December and the planning of the Inception Workshop has begun. The secondment of the Administrative Assistant was postponed until the end of the first quarter due to administrative obligations.

The main activities of the project will be outlined according to a detailed project workplan to be defined at the Inception Workshop which is slated for February 2011. Preliminary activities scheduled for the reporting period included the full establishment of the PMU, preparation of the TORs for the key Specialist positions and the establishment of the Project Steering Committee. However, most of the activities were delayed until the engagement of the Project Manager.

Key achievements for the period included the purchasing of equipment for the setting up of the Trust Fund Office, the establishment of the PMU and the engagement of the Project Manager.

The main challenge experienced during project implementation was the delay in hiring the Project Manger which then caused other integral components of the project to be held back. Plans to rectify such an issue are to liaise more with the Human Resource Department and allow sufficient time (approximately 3 months) for the engagement of project consultants/staff.

II. RESOURCES AND EXPENDITURE/FINANCIAL SUMMARY

RESOURCE AND EXPENDITURE REPORT - 2010					
Donor	Responsible Party	Total Budget (US\$)	Total Advances to IP (US\$)	Total IP Expenditure US\$	Remaining Funds (US\$) Prog. Budget minus Total Expenditure
GEF	NEPA	2,770,585.00	41,700	10,994.00	2,759,591.00
UNDP TRAC	NEPA	200,000.00	0.00	0.00	200,000.00
GOJ	NEPA	250,000.00	0.00	0.00	250,000.00
TNC (for TF)	NEPA	1,000,000.00	0.00	0.00	1,000,000.00
KfW (for TF)	NEPA	1,600,000.00	0.00	0.00	1,600,000.00
Subtotals:		5,820,585.00	41,700.00	10,994.00	5,809,591.00
TOTALS:		5,820,585.00	41,700.00	10,994.00	5,809,591.00

III. ACTIVITIES AND ACHIEVED RESULTS

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
Output 1 1.1. Protected Area Trust Fund (PATF) and Revolving Fund established <u>Targets/Indicators:</u> Trust Fund office operational complete with furniture and equipment	Set up Trust Fund Office	2,000.00	523.88	This activity was not completed, however; furniture and equipment have been purchased.	Meeting with Protected Areas Committee (PAC) scheduled to finalize establishment of Trust Fund Office
Output 2 2.1 National Protected Areas legislation and supporting legal framework developed <u>Targets/Indicators:</u> Local and International consultants hired	Engage Local & International Legal Specialist	17,500.00	0.00	Terms of Reference drafted. Activity was postponed due to delay in hiring of Project Manager	TOR to be reviewed by NEPA technical officers. Activity being planned and to be executed by Project Manager, PAC and Project Steering Committee after the Inception Workshop.
Output 3 3.1 New and updated protected areas management plan prepared <u>Targets/Indicators:</u> PA management plans developed	No Activity	-	-	No Activity	No Activity

Expected Outputs & Indicators (including annual targets)	Planned Activities	Planned Budget	Expenditure (US\$)	Achieved Results	Progress Towards Achieving Outputs
Project Management	Set up PMU	8,000.00	5,625.16	PMU 90% complete; Office equipment procured and delivered	PM commenced work on Dec. 20, 2010; all activities to be executed in first quarter of 2011 to facilitate proper planning
	Engage Project Manager	11,200.00	4,844.95	Project Manager (PM) engaged	
	Engage Project Administrative Assistant	In-kind	-	Engagement of Administrative Assistant delayed until end of first quarter of 2011	
	Hold Inception Workshop	3,000.00	0.00	Preliminary planning for workshop begun and to be discussed with PAC. Full work plan for the project will be developed at the Inception Workshop	

IV. IMPLEMENTATION CONSTRAINTS/CHALLENGES, RISKS, LESSONS LEARNT & RECOMMENDATIONS

Implementation Constraints/Challenges	Significance	Response/Action
Comment on factors that facilitated and/or constrained achievement of results. Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues	Low/Medium/High	Indicate the response/action for the Implementation Constraint/Challenge identified
Engagement process for the Project Manager was too lengthy; project start-up delayed due to this factor	High	Daily reminders were issued to the HR Branch to complete the process and it is recommended that project timeline for implementation should be delayed for 3 months to allow for recruitment of relevant project staff.
Risks	Significance	Response/Action
A risk is an external circumstance, condition or event that could potentially jeopardize the completion of a project component (output or activity) within the agreed timeline and/or at the required level of quality.	Low/Medium/Critical	Indicate the response/action for the risk identified
Political - Political Instability-General elections due by 2012 may cause some form of political/social instability in areas where project is being implemented.	Critical	Limit visits to affected sites in such time.
LESSONS LEARNT AND RECOMMENDATIONS:		
<p>'Lessons Learned' should be recorded by the Project Manager to ensure on-going learning and adaptation within the organization to captures insights and lessons based on good and bad experiences and behaviours. Explain the main lessons learned; identify good and bad experiences and behaviours recorded over the period of the quarter. For each lesson learned provide the following information:</p> <ul style="list-style-type: none"> • Identify lessons learned and provide a brief description of the behaviour (good, bad, 'why?'). • Analyse the level of impact of that behaviour on the project. • Explain how the lessons learned are incorporated in the AWP. 		

V. PARTNERSHIPS AND SUSTAINABILITY

Partnerships	Impact on/Contribution to Project Activities
Partnerships, linkages, inter-agency collaborations	Impact on results and other ongoing activities/initiatives. Any problems encountered with partners during the implementation
UNDP	Relationship with Programme Officer has been good therefore impacting positively on project; requested reports as well as disbursements have been received in a timely manner.
SUSTAINABILITY	
Indicate how national counterparts and/or local communities are/were involved in the planning, implementation, monitoring and evaluation of the project to ensure sustainability of the project.	

Annex I: Annual Work Plan 2011

Expected Outputs including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
Output 1	Main Activity Description – Establishment of Protected Area Trust Fund and Revolving Fund								
1.1. Protected Area Trust Fund (PATF) and Revolving Fund established	1.1.1 Complete procurement of equipment and materials for Trust Fund office		*					72200	2,000.00
<u>Targets/Indicators:</u>									
Trust Fund office operational complete with furniture and equipment	1.1.2 Engage services of Trust Fund Expert	*	*	*				71200	24,000.00
Trust Fund Expert engaged	1.1.3 Training on PA Trust Fund management				*			75700	3,000.00
	Main Activity Description – Development of Model site-level business plans								
1.2 Model site-level business plans developed	1.2.1 Engage services of International Business and Finance Consultants	*	*	*				71200	24,000.00
<u>Targets/Indicators:</u>									
Local and International Business and Finance Consultants engaged	1.2.2 Engage services of Local Business and Finance Consultants	*	*	*				71300	25,000.00
Model site-level business and financial plans developed and disseminated for 2 pilot PAs	1.2.3 Training on business planning				*			75700	5,000.00
	1.2.4 Develop and disseminate site-level business & financial plans for 2 pilot PAs				*			74500	5,000.00

Expected Outputs including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<p>1.3 Revenue generation mechanism in five (5) key PAs established</p> <p><u>Targets/Indicators:</u></p> <p>Revenue generation mechanisms developed and implemented in 2 key PAs</p>	1.2.5 Travel				*		71600	1,000.00	
	Main Activity Description – Establishment of revenue generation mechanism in two (2) key PAs								
	1.3.1 Training on PA income generation				*		75700	4,000.00	
	1.3.2 Preparation for development, monitoring and reporting of model income generation schemes for PAs				*		72100	10,000.00	
	Main Activity Description – Creation of Operational Plan for PA System financial strategy								
<p>1.4 Operational plan for PA system created</p> <p><u>Targets/Indicators:</u></p> <p>Operational plan for PA system financial strategy developed</p>	1.4.1 Training for PA national financial strategy				*		75700	3,000.00	
<p>Output 2</p> <p>2.1 National Protected Areas Legislation and supporting legal framework developed</p>	Main Activity Description – Development of National Protected Areas Legislation and supporting legal framework								
	2.1.1 Engage services of International Legal Expert	*	*				71200	24,000.00	
	2.1.2 Engage services of Local Legal Advisor	*	*				71300	25,000.00	

Expected Outputs including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
<u>Targets/Indicators:</u> National Protected Areas legislation and supporting legal framework developed	2.1.Training related to law and policy development				*			75700	5,350.00
Output 3 3.4 Communication strategy to raise key stakeholder awareness and build national constituency <u>Targets/Indicators:</u> Communication strategy plan developed and implemented	Main Activity Description – Develop communication strategy to raise key stakeholder awareness and build national constituency								
	3.4.1 Engage the services of a Public Affairs Specialist				*			71300	18,000.00
Project Management	Main Activity Description – Project Management								
	Project Implementation (Project Manager)	*	*	*	*			71400	30,000.00
	Engage Project Administrator	*						In-kind	
	Travel		*	*	*			71600	3,000.00
	Project Inception Workshop	*						74500	3,000.00
	Establish Project Steering Committee (PSC)	*						74500	Nil

Strengthening the Operational and Financial Sustainability of the National Protected Area System Master Plan

United Nations Development Programme - Jamaica

Expected Outputs including indicators and annual targets)	Planned Activities	Timeframe				Responsible Party	Planned Budgets		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
Monitoring & Evaluation (Reporting)	Monthly Activities Report	*	*	*	*			Nil	
	Quarterly Report and Work-Plan Update	*	*	*	*			Nil	
	Annual Project Reporting				*			Nil	
TOTAL								214,350.00	

Annex II: CDR



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DP

UN Development Programme

Report ID: ungl143b

Combined Delivery Report by Activity With Encumbrance

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Run Time: 07-01-2011 21:01:53

Award Id : 00059298 PIMS 3832 BD FSP:JAM Strengthe	Period :	Jan-Dec (2010)			
Project # : 00074120 PIMS 3832 BD FSP:JAM Strengthe	Impl. Partner :	01643 National Environment & Plann			
	Location :	Jamaica			

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
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Activity : ACTIVITY1 (Finance Planning & Revenue gen)

Fund : 62000 (GEF Voluntary Contribution)

76125 - Realized Loss	0.00	243.86	0.00	0.00	243.86
Total for Fund 62000	0.00	243.86	0.00	0.00	243.86
Total for Activity ACTIVITY1	0.00	243.86	0.00	0.00	243.86
Total for Project : 00074120	0.00	243.86	0.00	0.00	243.86

Award Total :	0.00	243.86	0.00	0.00	243.86
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Annex III: Assets Inventory

Project Title: *Strengthening the Operational and Financial Sustainability of the National Protected Area System*

Award Number: 00074120

Project Number: 00059298

Date of Report: 12 January 2010



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	B0512	Vehicle								
2			Vehicle								
3			Vehicle								
4			Vehicle								
Asset Profile 2 - Furniture											
5	JAM10	B0512	Furniture or Fixture	L/Grey Four drawer vertical Cabinet	1	SPPPD/NEPA - 10 Caledonia Road, Kingston	139B-301-05	Dec. 8, 2010	J\$16,500	NEPA	
6			Furniture or Fixture	Boss med Bk chair (Blue fabric)	1	SPPPD/NEPA - 10 Caledonia Road, Kingston	145-103-08	Dec. 8, 2010	J\$9,225	NEPA	
7			Furniture or Fixture	Image 2 Draw Mobile Pedestal	1	SPPPD/NEPA - 10 Caledonia Road, Kingston	145-109-01	Dec 8, 2010	J\$7,800	NEPA	
8			Furniture or Fixture	Image 1600 *700 STD Desk	1	SPPPD/NEPA - 10 Caledonia Road, Kingston	Not yet	Dec 8, 2010	J\$11,500	NEPA	
9			Furniture or Fixture	Rolodex file #vip 24c/500	1	SPPPD/NEPA - 10 Caledonia Road, Kingston	N/A	Dec 8, 2010	J\$3,200	NEPA	
Asset Profile 3 - Electrical											
9			Electrical Equip. or Computer								
10			Electrical Equip. or Computer								
11			Electrical Equip. or Computer								

Strengthening the Operational and Financial Sustainability of the National Protected Area System Master Plan

United Nations Development Programme - Jamaica

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

Programme Officer
Date and Signature

Deputy Resident Representative
Date and Signature

Project Management: Prepared by: Roxanne Valentine – Project Manager *R. Valentine* Date: 12/01/11
 Approved by: Winsome Townsend – Director (SPPPD) *W. E. Townsend* Date: 2010.01.12

UNDP Resource Persons: Name, Programme Advisor – Governance, E & E, Poverty
 Name, Programme Analyst – Governance, E & E, Poverty

OFFLINE RISK LOG

Project Title: STRENGTHENING THE OPERATIONAL AND FINANCIAL SUSTAINABILITY OF THE NATIONAL PROTECTED AREA SYSTEM (<i>PROTECTED AREAS PROJECT</i>)	Award ID: 00074120 Atlas #: 00059298	Date: 12 January 2011
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures/Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Change in political circumstances and economic priorities affect Government and other stakeholders'- including NGO PA managers- commitment to NSPA	11.11.09	Political	I = 3 P = 2	From the PPG phase, the project has involved relevant institutional stakeholders; such as heads of Agencies/Ministries, Boards and key NGOs and others to ensure support for and participation in project. Also, the project has high level political support from the relevant agencies/ministries. Decision makers should be poised to support and approve financial commitments to the NSPA. The project is designed to be feasible (e.g. financial commitments from co-founders) even with the continuous effects of decline in the global economy.	NEPA	NEPA	12.01.11	No change
2	Weak management and technical capacity undermines project outcomes	11.11.09	Operational, Organizational	I = 4 P = 2	Increasing management effectiveness is one of the key components of the project. The project will build the capacity of PA managers and stewards of public	NEPA	NEPA	12.01.11	No change

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/Mngt response	Owner	Submitted, updated by	Last Update	Status
					and private reserves. Management effectiveness tracking tools will deliver information on progress of project activities.				
3	Climate change, natural disasters, and other environmental impacts beyond national borders	11.11.09	Environmental	I = 3 P = 4	The project was designed to specifically help build resilience in the NSPA in light of pending climate change impacts.	NEPA	NEPA	12.01.11	No change
4	Critical legal and institutional framework necessary to improve PA management efficiency – including adoption of PA law and policy amendments and consolidation of NSPA management regime – may not occur during project cycle		Political	I = 5 P = 3	During project design, stakeholders unanimously agreed that the legal framework (law, regulations, charters) concerning NSPA must be improved. The project was then designed to provide superior international technical support while building local capacity to insure that draft policy changes reflect best principles and practices. However, there are always risks that government will not take decisive actions necessary to overcome potential and actual political barriers.	NEPA	NEPA	12.01.11	Increasing

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/Mngt response	Owner	Submitted, updated by	Last Update	Status
5	Change in project costs due to inflation and exchange rate adjustments	08.07.10	Economic/Financial	I = 3 P = 4	The budget will be constantly monitored and costs reallocated, if necessary.	NEPA	NEPA	12.01.11	Increasing

OFFLINE ISSUES LOG

Project Title: STRENGTHENING THE OPERATIONAL AND FINANCIAL SUSTAINABILITY OF THE NATIONAL PROTECTED AREA SYSTEM (<i>PROTECTED AREAS PROJECT</i>)	Award ID: 00074120 Atlas #: 00059298	Date: 10 January 2011
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Timely engagement of Project Personnel	July 2010	Operational-Internal Controls	In order to be in accordance with the Government of Jamaica's procurement guidelines, NEPA has instigated several internal processes that add time and 'red-tape' to the procurement process. This causes the project to be delayed in procurement instances and timeline extended. I = 4 P=4	Work plan, when developed, will ensure project timeline for implementation contain sufficient time (approximately 3 months) to allow for recruitment of relevant project staff.	NEPA	Project Manager	January 10, 2011	Pending

PROCUREMENT
Strengthening the Operational and Financial sustain

Description of goods, services or works	Unit of measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Available Budget in USD	Method of Procurement
Personnel: Project Administrator		1	N/A	N/A	In-Kind	Advertisement
Personnel: International Trust Fund Expert		1	24,000		90,000	Advertisement
Personnel: International Business & Finance Consultant		1	24,000		120,000	Advertisement
Personnel: International Legal Expert		1	24,000		120,000	Advertisement
Personnel: Local Business & Financial Specialist		1	25,000		105,000	Advertisement
Personnel: Local Legal Advisor		1	25,000		105,000	Advertisement
Personnel: Local Public Affairs Specialist		1	18,000		105,000	Advertisement
Office equipment and supplies (Trust Fund office)			2,000		10,000	Request for Invoices

