

Project ID 00060275

Signature Page

Country: St. Kitts & Nevis

UNDAF Outcome(s)/Indicator(s):

(Link to UNDAF outcome, if no UNDAF, leave blank)

[Redacted]

Expected Outcome(s)/Indicator (s):

(CP outcomes linked to the SRF/MYFF goal and service line)

[Redacted]

Expected Output(s)/Indicator(s):

(CP outcomes linked to the SRF/MYFF goal and service line)

[Redacted]

Implementing partner:

(designated institution/Executing agency)

[Redacted]

Other Partners:

(formerly implementing agencies)

[Redacted]

[Redacted]

Programme Period 2008-2009
 Programme Component:
 Project Title: PIMS 786: Assessment of Capacity Building
 Needs and Country Specific Priority
 Project ID: 00060275
 Project Duration: 12 months
 Management Arrangement: NEX
 Enabling Activity:

Budget US\$ 175,000
 General Management Support Fee NA
 Total budget: US\$ 175,000
 Allocated resources:
 Government _____
 • Regular _____
 • Other: _____
 ○ Donor _____
 ○ Donor _____
 ○ Donor _____
 • In kind contributions _____
 Unfunded budget: _____

[Redacted]

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Rosina Wiltshire
Resident Representative

Agreed by UNDP:

Date: 23/04/2008

11



Annex 2 Project Implementation Activities

PROJECT IMPLEMENTATION ACTIVITIES

Unless otherwise stated, all activities should comply with the
UNDP-GEF and the UNDP Programming Manuals

Stage	Responsibilities of UNDP Country Office
Development	▪ Review, appraise and provide guidance to proponent on Concept/project idea.
	▪ Defend Concept/project idea eligibility as needed.
	▪ Support Project formulation.
	▪ Support Co-financing negotiations.
	▪ Defend Proposal eligibility as needed.
	▪ Participates in policy negotiations as needed.
Preparation	▪ Support Project Document formulation.
	▪ Facilitate and participate in Project Document appraisal.
	▪ Prepare response to GEF Council comments for Project Document endorsement by GEF CEO.
	▪ Process UNDP signature of project document.
	▪ Process Government signature of Project Document.
	▪ Process Executing Agent signature of Project Document as relevant. ▪ Finalize agreement with HQs on Project Support Services (tasks and reimbursement).
Implementation	♦ Management Oversight
	▪ Project launching.
	▪ Steering committee meetings .
	▪ Monitoring the implementation of the workplan and timetable.
	▪ <u>Field visits</u> : ensure visit to the project site at least once a year; prepare and circulate reports no later than two weeks after visit completion.
	▪ Problem identification and trouble shooting
	▪ Project document revision
	▪ Review, editing and response to reports ▪ Technical backstopping as needed



Implementation (cont'd)	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Operational completion activities in agreement with GEF RCU, determining when the project is operationally completed and advising all interested parties accordingly.
	<ul style="list-style-type: none"> ◆ Financial Management & Accountability
	<ul style="list-style-type: none"> ▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget).
	<ul style="list-style-type: none"> ▪ Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) as needed.
	<ul style="list-style-type: none"> ▪ Timely issuance of the initial Annual WorkPlan (AWP) and subsequent Budget Revisions.
	<ul style="list-style-type: none"> ▪ Operational and financial completion of the activities in agreement with GEF RCU, ensuring that projects are financially completed no more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
Evaluation	<ul style="list-style-type: none"> ▪ Ensure preparation and completion of Annual Project Reports (APRs) by the due date, two weeks before the tri-partite review (TPR).
	<ul style="list-style-type: none"> ▪ Organize and attend tri-partite review (TPR) meetings and ensuring that decisions are taken on important issues).
	<ul style="list-style-type: none"> ▪ Ensure preparation and completion of the GEF Project Implementation Review (PIR) reports by the due date.
	<ul style="list-style-type: none"> ▪ Arrange evaluations (mid-term, final, post-final, independent etc...), hiring personnel, planning mission) as agreed upon with the GEF RCU and ensuring that GEF-specific requirements with regard to Monitoring & Evaluation are met in accordance with the UNDP-GEF Programming Manual.

UNDP-GEF PROJECT DOCUMENT

Government of St. Kitts and Nevis

United Nations Development Programme

Global Environment Facility

PIMS 786 St Kitts and Nevis Enabling Activity: Assessment of Capacity Building Needs and Country Specific Priorities.
Project ID: 00060275

This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Biodiversity Enabling Activity approval. The project is aimed at undertaking the Assessment of Capacity Building Needs and Country Specific Priorities for Biodiversity management. It will examine *Ex Situ* and *In Situ* conservation strategies for national biodiversity resources and undertake the development of a Clearing House Mechanism to house and disseminate national biodiversity data.

Table of Content

Acronyms	3
Section I. Brief Narrative	4
Part I. Situation Analysis	4
Part II. Strategy	5
Part III. Management Arrangements.....	6
Part IV. Monitoring and Evaluation.....	6
Part V. Legal Context	8
Section II. Total Work Plan and Budget.....	10
Signature Page	101
Annexes	
Approved EA Add on	112
CEO Approval Letter	25

Acronyms

APR	Annual Progress Report
CBD	Convention on Biological Diversity
CHM	Clearing House Mechanism
COP	Conference of Parties
EA	Enabling Activity
GEF	Global Environment Facility
GIS	Geographic Information Systems
GoSKN	Government of St. Kitts and Nevis
MYFF	Multi Year Funding Framework
NEA	National Environmental Authority
NEX	National Execution
NBSAP	National Biodiversity Strategy and Action Plan
NGO	Non-governmental Organization
OECS	Organization of Eastern Caribbean States
PDF	Project Development Fund
TOR	Terms of Reference
TPR	Tripartite Review
UNDP	United Nations Development Programme

Section 1. Brief Narrative

Part I. Situation Analysis

1. Vulnerability to environmental change is one of the major obstacles in the development of the Caribbean region¹. Susceptibility to natural disasters such as hurricanes, combined with economic difficulties faced by small island states poses a serious threat to the continued development of the region. St. Kitts and Nevis, a member of the Eastern Caribbean island states, is of global significance for its terrestrial and marine habitats. However, like many of the other islands, St. Kitts and Nevis face the problem of maintaining the economic development of the countries at the expense of the conservation of natural resources. The recent closure of the national sugar operation opened large tracts of land to unplanned management and exposed the national biodiversity pool to threats of extinction.
2. Given the current piece wise approach to land management and conservation of biological resources, it is necessary for the country to examine conservation strategies and establish a national data base and the ability to share this data. The island state of St. Kitts and Nevis has recognized the need to develop a mechanism to strengthen its national capacity to maintain the resident genetic pool. This proposed project would allow for the assessment of national capacity and the development of strategies to strengthen the identified capacity. This project corresponds directly to MDG 7 Target 9 and the MYFF Goal 3 Service Lines 3.4 and 3.5.
3. Another challenge to biodiversity conservation in St. Kitts and Nevis is the rapid expansion of the donkey and monkey population. These animals consume large quantities of selective flora thus challenging the existence of other animal species. At present, the national legal framework for the effective management of biodiversity is outdated and suffers from lack of resources for implementation. The primary ministries involved in environmental conservation including the Ministry of Sustainable Development which houses both the Physical Planning and the Environment Departments key agencies in environmental development and management and the Ministry of Agriculture and Fisheries which has jurisdiction over Marine Areas and Forest. These agencies are unable to exercise their power due to lack of funds and manpower. The major constraint to these agencies is that of human resource. The island small population ensures much overlap a positive element for synergy but debilitating for development due to the actual numbers of persons to implement programmes and strategies. The government has attempted to move towards integrated ecosystem management through the National Sustainable Environmental Policy Authority (NSEPA) but achieved little success due to implementation and enforcement challenges.
4. The intended beneficiaries of this project will be nationwide, from local communities to every sector of government.

¹ Subregional Common Assessment of Barbados and the OECS, UN Development System for the Eastern Caribbean, January 2000.

² United Nations Development Assistance Framework for the Sub-region of Barbados and the OECS 2002-2004, <http://www.bb.undp.org/pdfs/undaf.doc>

Part II. Strategy

5. The primary goal of this project will be to assess the national capacity to develop and promote integrated ecosystem management. The government of St. Kitts and Nevis has recognized the interconnectivity of the environment and the economy and has made a national commitment to the conservation of biodiversity and the prevention of land degradation on the islands. In order to achieve integrated ecosystem management, the capacity of the government to deal with environmental issues needs to be vastly improved. This project will identify the main gaps and capacity constraint to *In Situ* and *Ex Situ* conservation of biodiversity in St. Kitts and Nevis and support the development of a Clearing House Mechanism for national data on sustainable development and economically important biodiversity. By supporting this initiative the GEF is in essence supporting global biodiversity management.

6. UNDP will provide technical support through its various programmes (governance, disaster and crisis management and energy and environmental) to facilitate broad-based stakeholder involvement in the capacity assessment process. Emphasis will be placed on the national ability to promote the development of biodiversity important to agriculture utilizing traditional knowledge to the extent possible. The use of GEF/UNDP best practice and UNDP knowledge network will be maximized in the search for appropriate technology to support indigenous biodiversity practices particularly those to which practiced by the people of St. Kitts and Nevis.

7. The project will be implemented by UNDP Barbados and executed by the Environment Division of the Ministry Sustainable Development Planning and Finance with support from the Ministry of Agriculture and Forestry. UNDP will play a significant role in policy assessment and the strengthening of national capacities by directly facilitating the activities geared at achieving the outputs of the project. The Steering Committee will be the same Steering Committee that will manage the Sustainable Land Management (SLM) project and will comprise all donors including the government of St. Kitts and Nevis, UNDP/GEF and GEF National Focal Point. UNDP will be represented at all stakeholder meetings throughout the duration of the project.

8. The government of St. Kitts and Nevis will maintain ownership of the project and work to mainstream the associated activities. In this regard, the project officers will be housed appropriately in government premises and the work plan aligned to national work plans to facilitate synergy and continuity. Non-governmental organizations will also be included in the stakeholder roster and will perform activities specific to their organization mandate and abilities.

¹ United Nations Development Assistance Framework for the Sub-region of Barbados and the OECS 2002-2004, <http://www.bb.undp.org/pdfs/undaf.doc>

Part III. Management Arrangements

9. The Government of St. Kitts and Nevis represented by the Ministry of Sustainable Development and Planning will be the executing agency for this project. The Project Management Unit in this Ministry will liaise with all stakeholders as the overall coordinating entity. A Steering Committee comprising UNDP/GEF, GoSKN, National GEF focal point, one NGO and any other donors will guide the project implementation and review TOR.

10. A Technical Review Group will be selected by the Steering Committee and will be responsible for preparing and reviewing technical document. A project manager and assistant will be responsible for the day-to-day running of the project. They will organize meetings, collect data, manage project accounts and recruit staff. The project manager will report to the national authorities and UNDP.

11. Project implementation will begin with an inception workshop. There will be a midterm and final review and a project audit. Stakeholder involvement will occur at every stage through a feedback mechanism as well as by being part of the knowledge network for project implementation.

12. Coordination meetings will be conducted with representatives from relevant GEF projects in progress. This project will establish links with other national and regional initiatives related to Biodiversity such as the Inter-American Biodiversity Information Network (IABIN); the information gathered by that project will be directly relevant to the St. Kitts effort.

13. One of the activities under this project will be to develop indicators for measuring project impacts on biodiversity and land degradation. That information will also be used in the local OP 15 project, the global project on land degradation. This assessment will also contribute to the development of St. Kitts and Nevis NAP.

○ In order to accord proper acknowledgement to GEF for providing funding, a GEF logo should appear on all relevant GEF project publications, including among others, project hardware purchased with GEF funds. Any citation on publications regarding projects funded by GEF will be accord proper acknowledgment to GEF. The UNDP logo would be more prominent -- and separated from the GEF logo, as UN visibility is important for security purposes.

Part IV. Monitoring and Evaluation.

1. MONITORING AND REPORTING

1.1. Monitoring responsibilities and events

14. Coordination meetings amongst identified stakeholders will be conducted on a quarterly basis to assess the overall progress of work and the timely provision of expected deliverables. The UNDP CO will collaborate with the Regional Coordinating Unit on project monitoring to ensure timely delivery of quality product.

15. *Day to day monitoring implementation progress* will be the responsibility of the Project Manager. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation of preparation work so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

16. *Depending on the length of required preparation work periodic monitoring of implementation progress* will be undertaken by the UNDP-CO through quarterly meetings with the project proponent, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project's development in a timely fashion to ensure smooth project preparation and design of project activities.

1.2. Project Monitoring Reporting

17. The Project Manager will be responsible for the preparation and submission of related updates or reports to the UNDP-CO and related counterparts, as agreed upon in the Execution and Implementation arrangements.

(a) *Inception Report (IR)*

18. An Inception Report will be prepared immediately following the Inception Workshop. It will include the Monthly Work Plan detailing the activities and specific related outputs expected as part of project work, as well as a revised Terms of Reference for expertise (as appropriate), and any additional details and information pertaining to execution and implementation arrangements and coordinating structures. To the extent possible, the work plan would include the dates of specific field visits, project design support missions from the UNDP-CO project development consultants. The Report will also include the detailed budget for the duration of the project.

19. The Inception Report will include a more detailed narrative on the institutional roles, responsibilities, coordinating actions and feedback mechanisms of stakeholders and project related project design partners.

20. When finalized the Inception Report will be circulated to project counterparts, the UNDP-CO and the Regional Coordinating Unit.

(b) *Progress Reports (as agreed upon with counterparts)*

21. Short reports outlining main updates on project design and formulation progress will be provided to the UNDP Country Office and the UNDP-GEF regional office by the project manager. The need and frequency of these reports will be agreed upon with the project steering committee and the UNDP-CO prior to the implementation of preparation work.

(c) *Quarterly Progress Reports*

22. Short reports outlining main updates in project progress will be provided quarterly to the local UNDP Country Office and the UNDP-GEF regional office by the project manager. See template attached.

(d) Technical Reports

23. Technical Reports are detailed documents covering specific areas of analysis or scientific specializations within the overall project. As part of the Inception Report, the project team will prepare a draft Reports List, detailing the technical reports that are expected to be prepared on key areas of activity during the course of the Project, and tentative due dates. Where necessary this Reports List will be revised and updated, and included in subsequent APRs. Technical Reports may also be prepared by external consultants and should be comprehensive, specialized analyses of clearly defined areas of research within the framework of the project and its sites. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas, and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

(e) Project Publications

24. Project Publications will form a key method of crystallizing and disseminating the results and achievements of the Project. These publications may be scientific or informational texts on the activities and achievements of the Project, in the form of journal articles, multimedia publications, etc. These publications can be based on Technical Reports, depending upon the relevance, scientific worth, etc. of these Reports, or may be summaries or compilations of a series of Technical Reports and other research. The project team will determine if any of the Technical Reports merit formal publication, and will also (in consultation with UNDP, the government and other relevant stakeholder groups) plan and produce these Publications in a consistent and recognizable format. Project resources will need to be defined and allocated for these activities as appropriate and in a manner commensurate with the project's budget.

Audit Clause

25. The Government will provide the Resident Representative with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP (including GEF) funds according to the established procedures set out in the Programming and Finance manuals. The Audit will be conducted by the legally recognized auditor of the Government, or by a commercial auditor engaged by the Government.

Part V. Legal Context

26. This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of St. Kitts and Nevis and the United Nations Development Programme, signed by the parties on 19th April 1985 and ratified by the House of Assembly of Antigua and Barbuda. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that agreement.

27. The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative; provided he or she is assured that the other signatories of the other project document have no objections to the proposed changes:

- Revisions or additions to any of the annexes of the project document;
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation; and
- Mandatory annual revisions, which re-phase the delivery of agreed, project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Section II. Total Work Plan and Budget

Award: 00049429

Award Title : PIMS 786: Enabling Activity: Assessment of Capacity Building Needs and Country Specific Priority

Project ID : 00060275

Project Title: PIMS 786: Enabling Activity: Assessment of Capacity Building Needs and Country Specific Priority

GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	PLANNED BUDGET AND WORKPLAN			
			Atlas Code	Budget Description (general)	Year 1 US\$	Total US\$
Assessment of Capacity Building Needs	Government of St. Kitts and Nevis	GEF 62000	71600	Local Consultants	66,600	66,600
			71400	Contractual Services	42,000	42,000
			71300	Travel	3,000	3,000
			72100	Contractual services	26,000	26,000
			74500	Miscellaneous	1,000	1,000
Consultant for Second National Report to the COP	Government of St. Kitts and Nevis	GEF 62000	74100	Professional Services	4,400	4,400
			71300	Local Consultants	12,000	12,000
Country Driven Clearing House Mechanism	Government of St. Kitts and Nevis	GEF 62000	74100	Professional Services	5,500	5,500
			72400	Equipment	8,500	8,500
Monitoring, Learning and Adaptive feedback and Evaluation	UNDP and Govt. of SKN	GEF 62000	71400	Contractual Services	6,000	6,000
<i>Subtotal by source</i>			<i>GEF</i>		175,000	175,000
			<i>Government (in kind)</i>			
Grand total					175,000	175,000

Signature Page

Country: St. Kitts & Nevis

UNDAF Outcome(s)/Indicator(s):
(Link to UNDAF outcome., if no UNDAF, leave blank)

Expected Outcome(s)/Indicator (s):
(CP outcomes linked t the SRF/MYFF goal and service line)

Government and local community empowered
 Better management of biodiversity and ecosystems
 Traditional Knowledge of Biodiversity captured.

Expected Output(s)/Indicator(s):
(CP outcomes linked t the SRF/MYFF goal and service line)

Capacity assessment reports
 Harmonized work plans to meet national
 priorities. Project document

Implementing partner:
 UNDP-
(designated institution/Executing agency)

Ministry of Sustainable Development for GoSKN,
GEF.

Other Partners:
(formerly implementing agencies)

Programme Period 2008-2009
 Programme Component: _____
 Project Title: PIMS 786: Assessment of Capacity Building
 Needs and Country Specific Priority
 Project ID: 00060275
 Project Duration: 12 months
 Management Arrangement: NEX
 Enabling Activity:

Budget	US\$ 175,000
General Management Support Fee_NA	
Total budget:	US\$ 175,000
Allocated resources:	_____
Government	_____
• Regular	
• Other:	
	○ Donor _____
	○ Donor _____
	○ Donor _____
• In kind contributions	_____
Unfunded budget:	_____

Agreed by (Government): _____

Agreed by (Implementing partner/Executing agency): _____

Agreed by (UNDP): _____

TABLE B3: CHM COMPONENT OF ENABLING ACTIVITY PROPOSAL

	Estimated Cost Norm. (US \$)	Actual Proposed (US \$)
Groups I and II ¹		
<i>Option A (direct assistance):</i>		
Hardware (PC of appropriate configuration)	4,000	
Software (Internet browsers and required software)	1,000	
Modem	500	
Recurrent Access Costs to Internet Service Provider including storing of national CHM web site on server (recurrent costs to end of CHM Pilot Phase 1998)	3,800	
Technician Set-Up Fees	700	
Internet and Email training	4,000	
Total	14,000	
OR		
<i>Option B: Service Agreement * (with University or Agency Resident Mission)</i>		
Email and Internet Training		
Recurrent access costs to Internet Service Provider including storing of national CHM web site on server (recurrent costs to end of CHM Pilot Phase 1998)		
Total		
Group III ²		
PC (with CD ROM)		
Software		
Training		
Total	14,000	

- Several World Bank and UNDP Country Offices in developing countries have established "technical libraries" which also have dedicated access to the internet. In several countries it may be more practical to negotiate with World Bank and UNDP missions to allow designated CHM focal points periodic access to their technical facilities to download information from the CHM internet site and/or to use the email facilities for information exchange.

¹ Countries with required telecommunications infrastructure and potential for internet connectivity.

² Countries with inadequate telecommunications infrastructure for internet connectivity.

Terms of Reference – National Project Coordinator

Qualifications

The candidate should be highly motivated and capable of working independently. Ability to work with a wide variety of people from government agencies, NGOs and research institutions is essential. A good understanding of the institutional framework is highly desirable. In addition the person should have the following:

- A University degree in Environmental Management or related area;
- Knowledge of project management;
- Facilitation skills;
- Ability to prepare and compile reports and source information from relevant national and international sources.
- Familiar with UN conventions, specifically the Convention on Biological Diversity;
- Good working relations with government and non-government entities;
- Good communication skills;
- An openness to a fully participatory and consultative approach to project implementation
- Computer skills including a working knowledge of Word Processing, Power Point, Excel and Microsoft Projects.

Tasks

The NPC will be responsible for overall project management. The NPC will report directly to the Project Steering Committee, fulfill all reporting functions and liaise with relevant authorities.

The National Project Coordinator specific duties will include:

- Development of project work-plan under the general supervision of the Project Steering Committee and in close consultation with the NEA and other implementing partners;
- Act as secretary to the Project Steering Committee;
- Organise Project Steering Committee meetings and project workshops;
- Ensure effective communications with the relevant authorities, institutions and government departments,
- Foster, establish and maintain links with other related national and international programmes and National Projects;
- Coordinate and oversee the preparation of outputs of the project;
- Coordinate the work of all stakeholders under the guidance of the Steering Committee.
- Ensure that information is available to the Steering Committee on about all government, private and public sectors;
- Source appropriate assistance as the needs arise;

Terms of Reference – Project Consultants

Qualifications

The candidate should be highly motivated and capable of working independently. Ability to work with a wide variety of people from government agencies, NGOs and research institutions is essential. A good understanding of the institutional framework is highly desirable. In addition the person should have the following:

- A University degree in Environmental Management or related area;
- Knowledge of project management;
- Facilitation skills;
- Ability to prepare and compile reports and source information from relevant national and international sources.
- Familiar with UN conventions, specifically the Convention on Biological Diversity;
- An openness to a fully participatory and consultative approach to project implementation
- Computer skills including a working knowledge of Word Processing, Power Point, Excel and Microsoft Projects.

Tasks

The Project Consultant will be responsible for delivering the outputs of the specific assessment reports. The Project Consultant will report directly to the Project Steering Committee, fulfill all reporting functions, liaise with agencies to obtain relevant information on assigned tasks and will be the lead author of the final project report. The Project Consultant will be responsible for the delivery of both hard and electronic copies of the project output to the NEA.



ST. CHRISTOPHER AND NEVIS

**Sustainable Development
MINISTRY OF FINANCE,
SUSTAINABLE DEVELOPMENT,
INFORMATION AND TECHNOLOGY
CHURCH STREET,
P. O. BOX 186,
St. Kitts W.I.**

11th October 2006

Dr. Rosina Wiltshire
Resident Representative
UNDP Barbados

Dear Dr. Wiltshire:

As the GEF Operational Focal Point for St. Kitts and Nevis, I write to endorse the Biodiversity Enabling Activity for St. Kitts and Nevis for the Assessment of Capacity Building Needs and Country Specific Priorities. This project will assist St. Kitts and Nevis in the Conservation of its natural resources, particularly in the area of Biodiversity.

The Government and People of St. Kitts and Nevis appreciate the continuing support of UNDP and the Global Environment Facility (GEF) and look forward to future cooperation.

Yours sincerely


Shirley Skerritt
SKN GEF National Operational Focal Point

cc Dr. Reynold Murray, Programme Manager



Global Environment Facility

Monique Barbut
Chief Executive Officer
and Chairperson

1818 H Street, NW
Washington, DC 20433 USA
Tel: 202.473.3202
Fax: 202.522.3240/3245
Email: mbarbut@TheGEF.org

January 31, 2008

Mr. Yannick Glomarec
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
FF Bldg., 10th floor
New York, NY 10017

Dear Mr. Glomarec:

I am pleased to inform you that I am approving the enabling activity proposal entitled **Jamaica: Assessment of Capacity Building Needs, Preparation of the Third National Report (CBD) and the Clearing House Mechanism** for \$218,620 in financing from the GEF Trust Fund (GEFTF). I understand that this project proposal will be submitted for approval following the UNDP procedures.

In accordance with agreed procedures for enabling activities, I am authorizing you to make 15% of the approved amount to be available immediately for start up work in the recipient country.

I am also approving the fee of \$21,862 representing 10% of the total GEF grant allocation for implementation services.

I am approving this enabling activity on the understanding that the project will meet the following milestones:

- (i) The grant agreement will be signed no later than March 2008;
- (ii) The closing date of the project grant will be no later than June 2009 and a terminal evaluation/project completion report will be submitted to the GEF Secretariat within 6 months of such closing date.

You are requested to ensure that the GEF Secretariat is informed when each of these milestones is met. If any milestone is not achieved, and after consultations with your agency, I may agree to revised milestones or recommend cancellation, termination, or suspension of the project, and I will communicate to the beneficiary country and your agency the basis for such a recommendation.

Please ensure that your grant agreements continue to fully reflect these understandings.

I am attaching a copy of the project tracking sheet for your records.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Barbut', written over a diagonal line that extends from the bottom left towards the top right.

Monique Barbut
Chief Executive Officer and Chairperson

Attachment: GEF Project Tracking Sheet, GEFSEC Review Sheet

cc: Country Operational Focal Point, GEF Agencies, STAP, Trustee



GEF

**BIODIVERSITY ENABLING ACTIVITY
PROPOSAL FOR ADDITIONAL GEF FUNDING (ADD-ON)**

AGENCY'S PROJECT ID: 786
GEFSEC PROJECT ID: N/A
COUNTRY: St Kitts and Nevis
COUNTRY ELIGIBILITY: ST KITTS AND NEVIS
RATIFIED THE CDB ON 7 JANUARY 1993
PROJECT TITLE: St Kitts and Nevis Enabling Activity:
Assessment of Capacity Building Needs and Country
Specific Priorities
GEF AGENCY: UNDP
NATIONAL EXECUTING AGENCY: Department of
Environment in the Ministry of Planning and
Environment
CBD OPERATIONAL FOCAL POINT: Mr. Randolph
Edmead, Dept of Physical Planning and
Environment, Ministry of Sustainable Development
DURATION: 12 months
GEF FOCAL AREA: BD
GEF OPERATIONAL PROGRAM: EA
GEF STRATEGIC PRIORITY: CB-1 ENABLING
ACTIVITIES
ESTIMATED STARTING DATE: November 2006
IA FEE (if applicable): \$15,750

FINANCING PLAN (US\$)	
GEF PROJECT/COMPONENT	
Project (add-on)*	175,000
Sub-Total GEF	175,000
<i>CO-FINANCING</i>	
GEF Agency	
National Contribution	
Others	
<i>Sub-Total Co-financing:</i>	
Total Project Financing:	175,000

* indicate below amount and date of originally approved Enabling Activity

Date: July 16, 1997	\$104,000
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This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Biodiversity Enabling Activity approval.

Y. Glemarec

Yannick Glemarec
Deputy Executive Coordinator

Paula Caballero
Regional Technical Advisor

Date: 16 November 2006

Tel. and email: 507 302 4571
paula.caballero@undp.org

ENABLING ACTIVITY STATUS

The twin island state of St. Kitts and Nevis ratified the convention on Biological Diversity on the 7th January 1993. In September 1998, St Kitts and Nevis obtained US\$104,000.00 (Project # STK/97/G31) from the GEF to support Enabling Activities under the CBD. This Enabling Activities resulted in the development of a National Biodiversity Strategy and Action Plans (NBSAP), a partial inventory of Biodiversity resources in the twin island state and the establishment of a public awareness programme on Biodiversity in St. Kitts and Nevis. The National Biodiversity Strategy and Action Plan (NBSAP) was developed through a participatory process involving public sector, private sector and civil society. The document has received the endorsement of government and some elements of the strategy and some actions are being implemented is being implemented by the Department of Environment and the NGO community. The public awareness programme resulted in several persons from civil society becoming involved in Biodiversity Management and serving on the national steering committee. No Clearing House Mechanism (CHM) add-on request was submitted.

The Enabling Activity identified several weaknesses in the country's biodiversity management plan. Some of these weaknesses are currently being addressed by government as the country struggles to deal with its fragile biodiversity in the face of changing land use and increasing economic pressures. This request for additional funds is to assist the government in addressing these weaknesses and make biodiversity management a sustainable and economically rewarding experience.

St Kitts and Nevis have not yet submitted a first or second National Report.

Project Objectives:

The objectives of the add-on are:

- To assessment of capacity building needs of St. Kitts and Nevis
- To prepare the second national report for submission to the COP
- To develop a country-driven biodiversity CHM project.

These issues were identified in the NBSAP as priorities and government is seeking to address these issues in its national reconstruction plan that follows the close of the sugar industry. The Government of St. Kitts & Nevis and the UNDP-GEF are satisfied that these priorities are consistent with the GEF guidelines for additional funding of biodiversity enabling activities.

Priority for Assessing Capacity Building needs:

The process of compiling the NBSAP included a series of consultations involving Government Departments (Fisheries, Forestry, Agriculture and Planning), Civil Society and the private sector. The resulting document took cognizance of the National Conservation and Environmental Protection Act and the Physical Development Plan and identified the priorities listed in the table below.

TABLE SHOWING THE ACTIVITIES OF ST KITTS AND NEVIS BIODIVERSITY ADD-ON PROPOSAL AND BUDGET

PRIORITY	REASONS FOR PRIORITY	WORK TO BE DONE	PRODUCT EXPECTED
<p>1. Implementation of General Measures for In-situ and Ex-situ Conservation and Sustainable Use of Biodiversity</p>	<p>The National Conservation and Environmental Protection Act provides for the establishment of protected areas for the purpose of conserving biodiversity. To date, no such areas have been established in St Kitts and Nevis. The absence of legally defined protected areas has resulted in the loss of biodiversity. Additionally, very little is known about the extent and species composition of forest and other natural habitats. This issue is identified in the NBSAP.</p>	<p># Evaluate the existing capacity and identify needs/constraint of various agencies and stakeholders on key ecosystem management through protected area management (in-situ).</p> <p># Review guidelines for selection, establishment of protected areas to determine if designated protected areas are representative and adequate for protection of major ecosystems. Identification of preferred management options for these ecosystems where based on the scientific data and proper valuation of the multiple benefits derived from these ecosystems.</p> <p># Develop better coordinating and collaborative mechanisms among state agencies and with other stakeholders for joint management of key ecosystems.</p> <p># Formulate plans for capacity building in key ecosystem management.</p> <p># Definition of roles and responsibilities of diverse stake-holder groups.</p> <p># Development of sustainable management plan for national biodiversity.</p>	<p>> A report of national institutional and human resources needs in biodiversity management. The report will also identify the key ecosystems designated for protection.</p> <p>> A proposal for national capacity building and development of key ecosystem management, including priority for institutional strengthening, training, legal framework, investment in infrastructure and new technology, coordinating and financial mechanisms.</p>

<p>2. Methodologies to evaluate and mitigate threats to biodiversity.</p>	<p>Biodiversity in St Kitts and Nevis is threatened by factors such as development activities, natural phenomena and extreme events such as drought, flooding and hurricanes. There is an urgent need to evaluate and raise the capacity required for evaluation and mitigation of specific threats to biodiversity especially for key ecosystems management through environmental impact assessment and minimizing adverse impacts.</p>	<p># Identify and characterize the major threats to biodiversity.</p> <p># Assess existing capacity building needs of various stakeholders to evaluate and mitigate specific threats to key ecosystem management. Review and evaluate the current institutional arrangement and legislative and regulatory framework to support coordination among stakeholders. Review case studies on specific threats and negative impacts on biodiversity.</p> <p># Review and identify constraints to design and implementation of impact assessments for key ecosystem management in different sectors and stakeholders in order to identify capacity building needs and develop effective policies for successful implementation of EIA to incorporate biodiversity considerations in all sectors.</p> <p># Formulate a plan for capacity building in EIA and minimizing adverse impacts.</p>	<p>➤ Status report of assessment of national, institutional and human resources needs in EIA and minimizing adverse impacts.</p> <p>➤ A plan for national capacity building and development in EIA and minimizing adverse impacts including priorities for institutional strengthening, human resource building needs and training mechanisms, and infrastructural investment. The feasibility of establishing financial mechanisms will be assessed.</p>
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<p>3. Design approaches relevant to the implementation of incentive measures</p>	<p>The market value of nationally important ecosystems in terms of the goods and services provided, are unknown to senior government officials and are not included in national accounting and decision-making process. On the other hand, economic development has been encouraged through the use of incentives and some of these economic incentives were perverse incentives and contributed to the loss of biodiversity. This situation leads to further loss of critical coastal woodlands, wetlands, coral reefs and key fishery species in favor of infrastructural development options. Thus, there is an urgent need to develop economic incentives for protection of critical ecosystems and promotion of sustainable use of biological resources important to agriculture, which is one of the main objectives identified in NBSAP</p>	<p># Review and assess incentive measures required for promotion of biodiversity preservation and conservation (including perverse incentive measures which have brought about negative impacts on biodiversity), review case studies and identify new opportunities for incentive measures.</p> <p># Review and identify constraints to design and implement economic incentive measures (e.g. pollution charges and user fees for resource utilization) for key ecosystem management in different sectors and stakeholders in order to identify capacity building needs and develop effective policies for the creation/use of proper incentives to integrate biodiversity concerns in all sectors.</p> <p># Evaluate the values of key ecosystems to determine the most appropriate mechanism for incorporation of these values into national accounting and decision-making process.</p>	<p>➤ Assessment report on the current incentives for conservation and sustainable use of biodiversity as well as human resources, institutional and national capacity needs in economic incentive measures. This report will include identification of new economic incentive measures.</p> <p>➤ Programme for building capacity to design and implement economic incentive measures, which will include priorities for human resource development needs, institutional strengthening and training, legal and policy framework, investment in infrastructure and new technology. It will build upon the assessments undertaken. The feasibility of establishing a coordinating and financial mechanism will be assessed.</p>
<p>4. Preservation and maintenance of biodiversity knowledge, innovations and practices of local communities embodying traditional lifestyles</p>	<p>Urgent need to assess and document/preserve biodiversity related knowledge and practices of local communities embodying traditional lifestyles.</p>	<p># Identification of traditional knowledge innovations and practices relevant to biodiversity</p> <p># Assess existing capacity and prepare detailed outline of national needs on local biodiversity knowledge (through consultancy meetings, workshops, public consultations etc.)</p>	<p>➤ A synthesized assessment report highlighting present situation and sources of traditional biodiversity knowledge, themes and areas for further documentation, preservation and guidelines, frameworks and priority needs.</p>

II. Consultation for the Second national Report to the COP

Although the deadline for submission of the second national report has passed, St. Kitts and Nevis will endeavour to submit this report at the earliest possible time. Consultations will be undertaken with the stakeholders involved in the preparation of the NBSAP. The second national report will be submitted to the Cabinet for endorsement prior to submission to the CDB. The second national report will be undertaken in keeping with the COP recommended guidelines.

III Clearing House Mechanism (CHM)

St. Kitts and Nevis has not previously requested or accessed funding for this activity and there is currently no national initiative to capture and organize biodiversity data. For this reason the establishment of the CHM is seen as a priority. St. Kitts and Nevis is therefore requesting funds under the Add-On component of this EA to support this initiative

Goal: Institutionalization of a data management system in the form of a CHM Unit.

Activities:

- Procurement of hardware and software to support the establishment of a CHM.
- Provision of targeted ICT training for CHM focal point and data providers. .
- Public awareness to introduce the CHM to the public and invite or encourage the use of the system.

IV Country –driven Clearing House mechanism project

Reasons for Priority:

The NBSAP identified major gaps in the conservation of biodiversity in the Federation of St Kitts-Nevis. One such gap is the unavailability of local information on Biodiversity and the sharing of such information. Access to reliable data and insight from the experiences of others (lessons learnt) facilitates effective decision making. This is especially true in the management of biodiversity in fragile ecosystems like those of St. Kitts and Nevis. These ecosystems are very small and allows no room for error. For this reason and the many others outlined in the NBSAP, the CHM is a priority for St. Kitts and Nevis.

The problem is made more acute by the environmental and ecological fall out from the closure of the sugar industry. Sugar cane supported elements of biodiversity that are now experiencing new threats. Additionally, the data generated from the earlier EA has not been circulated widely and is therefore not known by many of the natives.

There is a need to make biodiversity the domain of not only the persons involved in the development of the NBSAP but of all departments of government including Ministries of

Tourism, Finance, Education and Works. The CHM will provide a platform for multiple connectivity ensuring greater use of the data.

Goal:

To develop the national biodiversity information system with the capacity to provide data on national biodiversity as needed.

Activities:

- Organise workshops, meetings and stakeholder consultations to design effective CHM for information sharing and support for decision making among relevant decision-making bodies in Government, NGOs, academic institutions, the private sector and civil society organisations.
- Create a data repository for biological data resources, traditional knowledge and practices in biodiversity conservation and management with links to a designated website.
- Establish links with other clearing houses regionally and internationally such as the CHM of the CBD and BIOPLAN to facilitate information exchange.
- Disseminate information on biodiversity to national user groups including academia and the legal fraternity.

Project Implementation / Institutional Framework:

The Department of Physical Planning and the Environment in the Ministry of Sustainable Development will execute this project following the NEX modality set in place for the original Enabling Activity. The relevant line ministries and government departments will be responsible for providing the necessary sectoral support to ensure the integration of the activity into the National Development Plan.

The Department of Physical Planning and the Environment as lead agency responsible for oversight and implementation of this Add-on will also be responsible for the preparation of the Second and Third National Report.

A Project Steering Committee will be established to guide the activities of the project. The Committee will be chaired by the Senior Environmental Officer who will report to the Permanent Secretary in the Ministry of Sustainable Development, and to UNDP/GEF. Other members on the steering committee include representatives from the Ministry of Agriculture, Ministry of Finance, St. Kitts and Nevis Historical Society, the Biodiversity Task Force and the Brimstone Hill Conservation Society.

A full time Project Manager will be appointed to manage the day-to-day activities of the project. The coordinator of the Physical Planning and Environment Department will be responsible for the coordination of project activities in close consultation with the UNDP-Barbados Country Office. The Coordinator will provide overall project management and supervision

UNDP, through its office in Barbados, will be the Implementing Agency, and will manage funds, monitor project implementation, and provide technical guidance where necessary.

Short term consultants will be appointed as necessary to undertake the capacity assessments and gather data to facilitate the establishment of the CHM and the preparation of the Second and Third reports (see TORs attached).

UNDP's Country Office in Barbados will monitor the project in accordance with the agreed budget and outputs and disburse funds to facilitate implementation.

Monitoring and Evaluation

Per UNDP-GEF guidelines, this project will be subject to a yearly audit, Tri-Partite Review (TPR), and an Annual Project Report (APR). Quarterly project updates will also be provided to the regional office for submission to headquarters. This project shall be subjected to an Independent Evaluation prior to project completion.

ACTIVITIES	MONTHS											
	1	2	3	4	5	6	7	8	9	10	11	12
First Steering Committee Meeting; coordinator identified, work teams established.	X											
TOR for consultants and specialists approved.	X											
Finalization of work plans and contracts	X											
Assessment of Capacity Building Needs to identified priorities: <i>Ex-situ</i> and <i>In-situ</i> conservation, mitigation of threats to biodiversity, incentive measures for preservation of biodiversity related traditional knowledge and approaches related to indigenous and local communities.		X	X	X	X	X	X	X	X	X		
Draft of the assessment reports prepared.						X						
National consultations to review the assessment reports.							X					
Finalization of the reports and production of a summary report on capacity building needs.								X				
Assessment reports presented to Cabinet for endorsement											X	
Incorporation of assessment report into country report for submission to COP/CBD.											X	X
Consultations for Second National Report to COP							X	X	X	X		
Training of CHM focal point and institutionalization of a CHM unit			X	X	X	X						
Country Driven Clearing House Mechanism												
Organization of Workshops, meetings and consultations with stakeholders to support the design and implementation of the CHM				X	X	X	X	X				
Develop website database with biodiversity information and links to CBD and other biodiversity networks									X	X	X	
Develop a distribution protocol for agency not online.										X	X	

Table of Cost Estimates for Additional Enabling Activities (Biodiversity)

(US\$)

ACTIVITY	PRODUCT	PROCESS	TOTAL
APPROVED EARLIER			
Original EA, Less cost of CHM activities	47,500	56,500	104,000
CHM support			
Total Approved	47,500	56,500	104,000
ADDITIONAL REQUEST			
Assessment of capacity-building needs for:			
<ul style="list-style-type: none"> • Implementation of general measures for in-situ and ex-situ conservation and sustainable use. • Methodologies for evaluating and mitigating threats to biodiversity. • Design approaches relevant to the implementation of incentive measures for the conservation of Biodiversity • Preservation of biodiversity related knowledge and innovations (traditional knowledge) 	16,000	25,000	41,000
	12,000	23,000	35,000
	15,500	23,100	38,600
	12,000	18,000	30,000
Consultation for Second national Report to the COP		16,400	16,400
Country-driven Clearing House Mechanisms Project.	5,500	8,500	14,000
Add-On total	61,000	114,000	175,000
TOTAL (original EA +CHM+AddOn)			279,000