



23 October 2006

  
Dear Ms. Wiltshire,

**Subject: Enabling Activities for the preparation of St. Christopher and Nevis' Second National Communication to the UNFCCC (PIMS # BU: BAR10, Proposal #00040164, Project #00045305)**

I am pleased to delegate to you the authority to sign the above-mentioned Enabling Activity project document on behalf of UNDP and to commence the implementation of the project when signed by the government of **St. Christopher and Nevis**. The project, which amounts to a total of **US\$405,000** has received its final approval in accordance with the established GEF procedures. You are also kindly requested to obtain the government signature on the cover page.

Prior to the signature of the project document, the *Annual Work Plan (AWP)* should be generated through ATLAS BU: BAR10, Proposal #00040164, Project #00045305), based on the *Total Budget and Annual Work Plan* in the attached project document. This will be in a form of a budget revision to the Stock-taking exercise previously prepared. A copy of the project document signed cover page and the AWP extracted from ATLAS should be sent to Ms. Teresa Bosques, Interim Portfolio Manager of the LAC Regional Coordination Unit and to Ms. Xiumei Zhang, Finance Officer at UNDP-GEF Headquarters, with a request for issuance of an *Authorization of Spending Limit (ASL)*. Comments on the AWP will be provided within 5 working days by the GEF Regional Technical Advisor as relevant.

Budget revisions should be forwarded to the GEF RCU with an explanation of the changes proposed. In this connection, please note that UNDP-GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project will have to be absorbed by TRAC.

/..

Ms. Rosina Wiltshire  
UNDP Resident Representative  
UNDP, Bridgetown  
Barbados,  
o.b.o. STK.

The number of operational and financial transactions and services expected from your office in support of project execution will vary according to the execution modality. The UNDP country office will receive compensation for actual services delivered through the *Implementation Support Services* (ISS) mechanism.

As an Implementing Agency of the GEF, UNDP earns a fee from the GEF upon approval of each main project (Full-Size, Medium-Size or Enabling Activities). The fee, which is paid directly by UNDP/GEF to the XB account of the Country Office, is used to cover the costs incurred by UNDP, both at Headquarters and in the Country Office, in supporting project development and implementation. The total fee that your office will receive over the lifetime of the project will be US\$18,000 payable in annual installments. The first installment will be effected upon receipt of the signed main project document cover page in the GEF RCU. The second and all subsequent annual fee installments will depend on the satisfactory delivery of the services described in Annex 1 and thus will be directly linked to project expenditure and delivery. Note that the amount to be received by your office includes the cost of services generated by the preparatory assistance phase under the *GEF Project Development Facility (PDF)* window.

As specified in the project document - and except for PDF As - a detailed project management plan will need to be prepared by the Project Manager in order to support a timely implementation of the activities. This management plan will specify the actions, timelines and responsibilities for review at the inception workshop. It will be completed and updated throughout the life of the project as relevant in accordance with the various annual reviews such as steering committees; tripartite reviews etc. It should also highlight the delivery milestones and identify responsible Country Office staff at the programmatic and operational level.

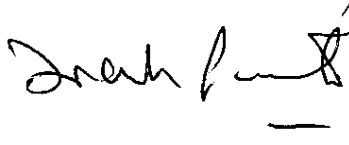
We take the opportunity to draw your attention to the following mandatory requirements for all GEF-funded projects:

- ❖ Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by the UNDP-GEF Regional Coordination Unit, as they will have to be reported to GEF.
- ❖ All GEF-funded projects are subject to a mid-term and a final evaluation conducted according to Terms of Reference circulated to the RCU and approved on a no-objection basis. Projects of short duration and small to moderate in size such as PDF B, Enabling Activities and Medium-Size may forego the mid-term evaluation while PDF A projects are not subject to any evaluation.
- ❖ All NEX projects with expenditures of \$100,000 or more are subject to mandatory annual audits, conducted in accordance with the UNDP guidelines issued by OAPR. UNDP-GEF reserves the right to withhold fee payments and to suspend the project if this requirement is not met in a timely fashion.

In case you need clarification on the GEF Project Cycle and requirements, please consult the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.

In concluding, I would like to assure you of the GEF Team's and my personal commitment to a successful implementation of the project. The Regional Coordination Unit in Panama is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me with your feedback on the quality of our services and suggestions for improvements.

Yours sincerely,

Warm regards  


Frank Pinto  
Executive Coordinator

- c.c. Ms. Rebeca Grynspan, Regional Director, RBLAC, New York  
Ms. Rebeca Arias, Deputy Resident Representative, UNDP- Barbados  
Mr. Reynold Murray, Programme Specialist for Energy and Environment, UNDP- Barbados  
Mr. Yamil Bonduki, Technical Specialist on Climate Change, UNDP-GEF, New York  
Mr. Oliver Page, Regional Technical Advisor, UNDP-GEF/LAC, Panama  
Ms. Raquel Herrera, Environment Focal Point, RBLAC, New York

**United Nations Development Programme**  
**Global Environment Facility**



17 March 2005

*Rosina*  
Dear Ms. Wiltshire,

**Subject: St. Kitts and Nevis' Self-assessment to prepare a project proposal for its Second National Communication to the UNFCCC (PIMS #3452)**

The above-mentioned self-assessment has received the appropriate clearance in accordance with the GEF established procedures. I am pleased to delegate to you the authority to sign the above-mentioned project document on behalf of UNDP and commence the implementation of the project when signed by the government of St. Kitts and Nevis.

Please note that the objective of this self-assessment is to assist St. Kitts and Nevis to prepare and submit a project proposal for the preparation of its Second National Communication. The main outcome of the self-assessment is the corresponding project document for UNDP review and approval. The UNDP/GEF Regional Coordination Unit will assist the Government and the Country Office during the preparation of the project document, which is expected to be completed within 3 months. At this time, a separate delegation of authority will be issued upon approval of the Second National Communication project document.

Upon receipt of this DOA, the Annual Workplan (AWP) should be generated through Atlas, attached to this approved Project Document, and sent to the Regional Coordination Unit (RCU) for final clearance, prior to obtaining signature of the executing agency. Once the project document is signed, the Country Office should inform the RCU and HQ in order to allow issuance of Atlas ASL by HQ.

For reporting purposes, we ask you that you please link your ATLAS Parent Award No. 00038705 to the ATLAS Award/Project that you have created. The steps are as follows: [Grants/Award/Award Profile/View Contact (link)/ Additional Information (tab)/ Enter 00038705 from Parent/Contract Save].

Please ensure that a fully signed electronically scanned copy of the cover page of the project document is forwarded by email to Trecsa Bosques, Programme Associate for Latin America and the Caribbean, who will post it in PIMS. When the project document is signed, please ensure that the project budget is entered into the UNDP Atlas corporate system.

Yours sincerely,

*Warm regards.*

A handwritten signature in black ink, appearing to read 'Frank Pinto', is written over a horizontal line.

Frank Pinto  
Executive Coordinator

Ms. Rosina Wiltshire  
Resident Representative  
UNDP-Barbados

- c.c. Catherine Vallée, Regional Coordinator Climate Change, UNDP-GEF/Mexico City
- c.c. Maribel Rodriguez, Environmental Focal Point, RBLAC, New York
- c.c. Oliver Page, Portfolio Manager, UNDP-GEF/Mexico City

Annex 1

**PROJECT IMPLEMENTATION ACTIVITIES**

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

<b>Stage</b>	
<b>Development</b>	<ul style="list-style-type: none"> <li>▪ Review, appraise and provide guidance to proponent on Concept/project idea.</li> <li>▪ Defend Concept/project idea eligibility as needed.</li> <li>▪ Support Project formulation.</li> <li>▪ Support Co-financing negotiations.</li> <li>▪ Defend Proposal eligibility as needed.</li> <li>▪ Participates in policy negotiations as needed.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Support Project Document formulation.</li> <li>▪ Facilitate and participate in Project Document appraisal.</li> <li>▪ Prepare response to GEF Council comments for Project Document endorsement by GEF CEO.</li> <li>▪ Process UNDP signature of project document.</li> <li>▪ Process Government signature of Project Document.</li> <li>▪ Process Executing Agent signature of Project Document as relevant.</li> <li>▪ Finalize agreement with HQs on Project Support Services (tasks and reimbursement).</li> </ul>
	<ul style="list-style-type: none"> <li>◆ <i>Management Oversight</i></li> <li>▪ Project launching.</li> <li>▪ Steering committee meetings .</li> <li>▪ Monitoring the implementation of the workplan and timetable.</li> <li>▪ <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.</li> <li>▪ Problem identification and trouble shooting</li> <li>▪ Project document revision</li> <li>▪ Review, editing and response to reports</li> <li>▪ Technical backstopping as needed</li> </ul>

<b>Implementation (cont'd)</b>	<ul style="list-style-type: none"> <li>▪ Policy negotiations</li> <li>▪ Operational completion activities in agreement with GEF RCU, determining when the project is operationally completed and advising all interested parties accordingly.</li> </ul>
	<ul style="list-style-type: none"> <li>◆ <i>Financial Management &amp; Accountability</i></li> </ul>
	<ul style="list-style-type: none"> <li>▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Timely issuance of the initial Annual WorkPlan (AWP) and subsequent Budget Revisions.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Ensure preparation and completion of Annual Project Reports (APRs) by the due date, two weeks before the tri-partite review (TPR).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Organize and attend tri-partite review (TPR) meetings and ensuring that decisions are taken on important issues).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ensure preparation and completion of the GEF Project Implementation Review (PIR) reports by the due date.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 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 <i>Monitoring &amp; Evaluation</i> are met in accordance with the UNDP-GEF Programming Manual.</li> </ul>