



United Nations Development Programme

Country: Tuvalu

National Biodiversity Strategy and Action Plan, First & Third National Reports to the COP and CHM Project Document

UNDAF Outcome(s): 4.0 - Sustainable Environmental Management

Expected CP Outcome(s): Environmental sustainability and sustainable energy are mainstreamed into regional and national policies, planning frameworks and programmes

Expected CPAP Output(s): Environment and Sustainable Management

Implementing partner: Tuvalu Department of Environment

Responsible Parties: UNDP Fiji Multi-Country Office (MCO)

Description

This project will enable Tuvalu to prepare its National Biodiversity Strategy and Action Plan and its first and Third National Reports to the Conference Parties (COP4) of the Convention on Biological Diversity (CBD). The project will allow Tuvalu to formulate strategies and actions to protect and sustainably use its marine and terrestrial biodiversity. The outputs of this project will be a Biodiversity Strategy and Action Plan (BSAP), the first and third national reports to the Conference of the Parties to the Convention on Biological Diversity, and an operational Clearing House Mechanism (CHM). Internet technology has been recognized as an effective and efficient tool for the dissemination of information and awareness building. Hence, Tuvalu has recognized the need to establish the CHM and a national network of nodes for information sharing and dissemination. An additional US\$20,000 will allow the Government of Tuvalu to meet its national reporting requirements to the CBD in the preparation of the third National Report. The preparation process of the first and third reports will be closely aligned in order to ensure effective coordination of information.

Programme Period:	2008 - 2012
CPAP Programme Component:	Outcome 4.1
Project Title:	National Biodiversity Strategy and Action Plan, First & Third National Reports to the COP and CHM
Atlas Award ID:	00050132/00061779
Start Date:	01/07/08
End Date:	31/12/09

Estimated annualized budget:	US\$242,000
Total resources required	US\$242,000
Total allocated resources:	US\$242,000
• Regular (GEF)	US\$232,000
• Other (In-kind):	US\$10,000
o Donor	N/A
o Donor	N/A
o Donor	N/A
o Govt. In-kind	US\$10,000
Unfunded budget:	N/A

Agreed by (Implementing Partner, Department of Environment): *[Signature]*
 Designation: *Director of Environment* Date: *13th May, 2008*

Agreed by UNDP: *[Signature]*
 Designation: *UNDP Fiji RR a.i.* Date: *15 July 2008*

I. NARRATIVE

Part I. Situation Analysis

Background

Tuvalu is a group of nine small atoll islands located in the central Pacific situated between longitudes 176-179° east and latitudes 5-11° south. The low lying islands have an average elevation of not more than 3m above the mean sea level (MSL) spreading for 580km in a northwest-southeast orientation covering an ocean area of 900,000 km². The Population is approximately 12,000 and the people are distributed unevenly over the nine islands with Funafuti having the highest population of approximately 4,000 people.

Tuvalu generally has a warm and pleasant climate with temperature ranging from 26° to 32°C. Although the climate seems to be very warm most of the time, the north and south-easterly trade winds have a moderately cooling effect. Climate change, climate variability and sea level rise are the key issues that have concerned the people in terms of their physical, economic and social impacts. The Government of Tuvalu (GoT) is aware of the above issues now persisting in the country, but limited economic status and funding sources from Government have kept the country from taking effective actions to respond to the above impacts.

Biodiversity plays an important role in the daily lives and livelihoods of the people of Tuvalu and constitutes the resources which most of the families, communities and future generations depend. Seluka. S (1997) recorded more than 200 plants species present in Tuvalu of which are both indigenous and introduced. Coconut woodland covers about 54% of the total arable land area followed by scrub and mangroves, which covers about 30%, and the remaining 15% is broadleaf woodland and other vegetation. The loss of biological diversity in Tuvalu is now evident and becoming a serious concern.

The Government with its National Sustainable Development Strategy is thus promoting, encouraging and supporting conservation efforts by all relevant stakeholders to avoid further biological diversity loss. Tuvalu has also actively participated in various national, regional, and international capacity building environmental initiatives; one of which is the UNDP-funded South Pacific Regional Capacity 21 programmes through which the country focused its efforts in the development and formulation of a National Environmental Strategy (NEMS). The NEMS provided a framework for environmental efforts in Tuvalu and enabled the development of key environmental policies that have guided the sustainable management of Tuvalu's limited resources and the implementation of national policies through existing conservation programme such as the establishment of the first ever Funafuti Conservation Area (FCA) funded under the SPREP South Pacific Biodiversity Conservation Programme SPBCP which is to be extended to interested outer islands.

As one of Tuvalu's development partners, UNDP is guided by programmatic interventions contained in the United Nations Development Assistance Framework (UNDAF) and the Multi-Country Programme Document 2008-2012. This resulted from in-country consultations that identified four thematic outcomes that could be supported by UNDP. In the fourth outcome of Sustainable Environmental Management, support for capacity development to mainstream environmental sustainability was identified as one of the key outcomes with indicators sustainable development plans incorporating analysed environmental data, status of ratification and reservations to and reporting obligations under international and regional multilateral environment agreements (MEAs) and environmental strategies aligned with Kakeega II (National Plans), MDGs and linked to national budgets.

UNDP's Experience with Biodiversity Conservation Initiatives

The UNDP Fiji Multi-Country Office (MCO) and Global Environmental Facility partnership has played a key role by providing small scale funding support for Pacific countries such as Fiji, Kiribati, Marshall Islands, Micronesia, Palau and Tonga to prepare their National Biodiversity Strategic Action Plans (NBSAP). The UNDP-GEF partnership is guided by the Convention on Biological Diversity (CBD). These strategies have provided a coordinate policy framework for conservation and sustainable use of island based biological diversity. Many times, this assistance has also helped countries establish electronic databases and information exchange systems on biodiversity.

On the global level, UNDP has made Biodiversity for Development a prime focus of its Energy and Environment Practice. Through capacity development, knowledge management, policy advice and advocacy, UNDP has helped more than 140 countries maintain and sustainably use biodiversity. Closely integrated activities, including its Biodiversity Global Programme, the Equator Initiative, the Global Environment Facility (GEF) and the GEF Small Grants Programme enable UNDP to leverage change at the local, national, regional and global levels¹.

Tuvalu has previously benefited from UNDP-GEF assistance through the South Pacific Biodiversity Conservation Programme (SPBCP). This facilitated establishment of a community conservation area and helped develop strategies for their long-term ecological sustainability and development. The SPBCP also identified new areas important to conserving biodiversity in Tuvalu which could be potential conservation areas. The NBSAP will build on SPCP recommendations and improve awareness of the importance and means of conserving biodiversity and provide strategies to improve capabilities and cooperation among different sectors of society and agencies which could contribute to the conservation of biodiversity.

UNDP can assist Tuvalu to achieve the objectives of the CBD, primarily by helping strengthen their technical, financial, legal, management and organisational capacity to conserve and sustainably use biodiversity. This priority is also consistent with UNDAF, CPAP and Tuvalu's National Development strategies. Through this project, the Government of Tuvalu is accepting financial support from UNDP-GEF to develop its NBSAP, overcome the initial obstacles to biodiversity conservation and make the necessary changes. The project will provide the Government a forum and context for the debate on biodiversity conservation and the articulation of a collective vision for the future. The outcomes of the process will provide a framework for future such processes of negotiation, mediation and consensus building and to focus them on a common set of priority issues.

Part II. Scope and Strategy

This project will allow Tuvalu to formulate strategies and actions to protect and sustainably use its marine and terrestrial biodiversity. The outputs of this project will be a Biodiversity Strategy and Action Plan (BSAP), the first and third national reports to the Conference of the Parties to the Convention on Biological Diversity, and an operational Clearing House Mechanism (CHM).

The objectives of this enabling activity are: 1) to formulate the strategies necessary to ensure the protection and sustainable use of Tuvalu's biodiversity, and 2) to prepare a plan for the implementation of these strategies. The primary output of the enabling activity will be a national biodiversity strategy and action plan (BSAP). The BSAP will update the biodiversity conservation situation in the country, prioritise national and local level actions, define implementation frameworks, and identify funding requirements as well as potential sources.

Following the stock taking exercise in the NBSAP preparations, eight participatory community-based workshops for local communities will be held around the country to ground truth and further refine conservation priorities. This will ensure input and participation of local communities for

¹ <http://www.undp.org/biodiversity/>, 2008

further in-depth analysis, developing outer-island based strategies, community-based strategies and implementation. The workshops will draw district government and councils, NGO's, and local communities equally from both men and women. The workshops will emphasise the importance of traditional community management processes for the conservation and sustainable use of biodiversity.

Internet technology has been recognized as an effective and efficient tool for the dissemination of information and awareness building. Hence, Tuvalu has recognized the need to establish the CHM and a national network of nodes for information sharing and dissemination. Thus an additional support of \$28,000 will allow Tuvalu's participation in the Clearing House Mechanism (CHM) through the purchase of hardware, software, recurrent Internet service provider costs as well as technician set up and training of the CHM focal point in/country in Internet usage. The establishment of a focal point of contact within government with access to hardware, software and Internet connection will ensure information is disseminated effectively to all stakeholders.

Furthermore, an additional 20,000 is will allow the Government of Tuvalu to meet its national reporting requirements to the CBD in the preparation of the third National Report. The preparation process of the first and third reports will be closely aligned in order to ensure effective coordination of information. The preparation of the third national report according to the format provided by the CBD will enable Tuvalu to come up to speed with the convention reporting requirements

This project is in accordance with all the GEF Operational Criteria for Enabling Activities in biodiversity. Due to the extremely high costs amongst the outer islands and high DSA expenses, costs are towards the upper end of the spectrum.

II. TOTAL & ANNUAL WORK PLAN BUDGETS

Award ID:			00050132						
Award Title:			PIMS 3660: Tuvalu National Biodiversity Strategy and Action Plan, First & Third National Reports to the COP & CHM						
Business Unit:			FJI10						
Project Title:			PIMS 3660: Tuvalu National Biodiversity Strategy and Action Plan, First & Third National Reports to the COP & CHM (Atlas Project ID 00061779)						
Implementing Agency)			Partner (Exec. Agency) Tuvalu Department of Environment (DOE)						
GEF Outcome/Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	See Budget Note:
OUTCOME 1: NBSAP Institutional Process	DOE	62000	GEF	71400	Contractual Services	10,000	8000	18,000	a
				74500	Miscellaneous	2000	3000	5,000	b
				72200	Equipment	6000	2000	8,000	c
				71200	Intern. Consultants	6000	6000	12,000	d
					Total Outcome 1	24,000	19,000	43,000	
OUTCOME 2: National Biodiversity Strategic Action Plan	DOE	62000	GEF	71200	Intern. Consultants	8000	4000	12,000	e
				71300	Local Consultants	4000	6000	10,000	f
				71600	Travel	18,000	19,000	37,000	g
				71400	Contractual Services	20,000	22,000	42,000	h
				74500	Miscellaneous	4,000	5,000	9,000	i
				72500	Supplies	2000	2000	4,000	j
					Total Outcome 2	56,000	58,000	114,000	
OUTCOME 3: Tuvalu's First & Third National Report to CBD COP	DOE	62000	GEF	71600	Travel	3000	5000	8,000	k
				71400	Contractual Services	3000	3000	6,000	l
				71300	Local Consultants	2000	2000	4,000	m
				74500	Miscellaneous	1000	1000	2,000	n
					Total Outcome 3	9,000	11,000	20,000	
OUTCOME 4: Clearing House Mechanism	DOE	62000	GEF	71300	Local Consultants	3000	7500	10,500	o
				71600	Travel	2000	3000	5,000	p
				71400	Contractual Services	3500	3500	7,000	q
				72800	Comp. Equipm't	3500	2000	5,500	r
					Total Outcome 4	12,000	16,000	28,000	
				Total GEF	101,000	104,000	205,000		
Project Management Unit	DOE	62000	GEF			13,500	13,500	27,000	
Summary of Funds:									
						GEF	232,000		
						Govt. in-kind contribution	10,000		
						TOTAL	242,000		

Budget Notes:

- Specialized short term service contracts by individuals for national workshops, trainings and coordination of initial trainings for technical working group. For outcome 1 the costs for administrative and preparing workshop reports for the project coordinator is included. TOR for the consultant will be prepared by Project Coordinator.
- This includes materials for the workshops and contingency.
- Equipment for consultants and project
- Regional/International consultants will be hired to conduct NBSAP Introductory and familiarisation workshop and identify criteria and indicators for project
- Regional/International consultants will be hired to provide technical assistance on stocktaking, biodiversity information assessment and analysis for production of BSAP and COP National Reports.

- f. National consultants will be hired to partner with the international consultant in outcome 2 as part of local capacity development. In addition, the local consultants will conduct participatory community based workshops on conservation and sustainable use of biodiversity to raise awareness.
- g. This includes travel for local consultants as well as travel to the nine remote islands for workshops (mostly via boat). Final NBSAP validation workshop will be conducted in Funafuti and workshop costs also include costs to get participants from outer islands.
- h. Project Coordinator and short term individuals to be contracted to prepare TORs, oversee other components of island consultations and prepare workshop reports.
- i. This includes materials for the workshops, contingency and cost for renting venues for the various consultations
- j. Supplies for use by consultant and for workshops
- k. This includes travel for local consultants as well as travel to the various islands for workshops.
- l. Project Coordinator and short term individuals to be contracted to prepare TORs, disseminate draft COP Report to relevant agencies and organizations and gather feedback from relevant agencies and organizations.
- m. National consultants will be hired to prepare preliminary national reports 1 & 3 to CBD and finalize 1st & 3rd reports.
- n. The cost for renting venues for the various consultations and workshop expenses.
- o. National consultants will be hired to set up Website/database
- p. Travel for focal points for national CHM training
- q. Short term individuals to be contracted to undertake discussions to develop a CHM strategy, information sharing arrangements and data management protocols.
- r. Computer and Peripherals for the Clearing House Mechanism

Explanatory Notes to the Budget

1. Field Consultations Summary of Expenses

- a. There will be consultation with resource users for all 8 Islands (1 day); with estimated number of participants of 40-50 per island. Expenses to include Hire of Hall = \$ 200 x 8 = \$1600; Refreshment = \$1000 x 8 = 8000; Total = \$9,600;
- b. Consultation with Government Ministries with estimated no of participants 30 - 40; Hire of Hall = \$100; Refreshment = \$600; Total=\$700
- c. Consultation with Women Organization (Funafuti) with estimated number of Participants 40 - 50; Hire of Hall = \$100; Refreshment = \$800; Total = \$900;
- d. Consultation with Non Government Organisations & Private Sector with estimated number of Participants 30 - 40. Hire of Hall = \$100; Refreshment = \$600; Total = \$700
- e. Consultation with Island Communities on the Capital with estimated number of Participants 7 x 40 = 350; Hire of hall \$100.x8 = 800; Refreshments 7 x 400 = \$3,200; Total=\$4,000

2. Transport Expenses

- Boat Charter to travel to outer islands
- Charter rate = 50 per hour
- Total hours to complete one day workshop for each island and travel between islands = 400 hours
- = 400 hours x \$50.00 = \$20,000

Total Consultation expenses = \$35,900

3. Workshops

- There will be a total of 8 workshops to be conducted for all islands of Tuvalu.
- Estimated number of participants = 40 -50 + per island
- Summary of expenses: Refreshment for 2 Days workshop \$1,200; Hire of Hall: \$200.00;
- Trip to conservation sites = \$300.00 = \$1,700; Total = \$1,700 x 8 islands = \$13,600

Transport expenses

- Boat Charter to travel to outer islands
- Charter rate = 50 per hour
- Total hours to complete two days workshop for each island and travel between islands = 400
- = 400 hours x \$50.00 = \$20,000

Total Workshop Expenses = \$33,600

4. National Workshop

Number of Participants per Island = 7

Number of Islands = 8

Total number of participants from Islands 8 x 7 = 56

Total fare to bring 56 participants to the Capital Funafuti = \$19,040

Total per diems for participants \$25 x 21 days x 56 = \$21,000

Official opening = \$4,000

Refreshments for 3 days workshop \$2,400 x 3 days = \$7200

Charter of Boat for tour of the Funafuti Conservation Area - \$600

Transportation = \$600

PA system hire = \$1000

Venue = \$600

Total National Workshop Budget = \$54,040

ANNUAL WORK PLAN BUDGET

Annual Work Plan – 2008									
EXPECTED OUTPUT <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME Year 1 2008				RESPONSIBLE PARTY	Source	Description	Amount
		Q1	Q2	Q3	Q4				
Output: Enhanced national capacity through multi-stakeholder participation in planning and pre-investment activities to meet commitments and obligations to Convention on Biological Diversity (CBD).	1.0 NBSAP institutional process established and stakeholders engaged								
Baseline: No coherent policy framework for management of biodiversity. Lack of information on biological diversity and country based priorities for sustainable use of biological resources. Weak country capacity meet obligations to the CBD Indicators: <ul style="list-style-type: none"> National steering committee/thematic groups on biodiversity established. NBSAP and associated conservation thematic considerations documented Evidence of information, including the existing legislation, policies and programmes, institutional and financial arrangements on biodiversity management in Tuvalu through NBSAP reports Number of networks and participation into NBSAP process across sectors Evidence of root causes stipulated into policy strategies within NBSAP Percentage of community members (men & women) aware of importance of biodiversity and NBSAP Percentage/range of stakeholders having excess to biodiversity, protected area management and conservation efforts via the cleaning 	1.1 Set up Project Office					Department of Environment	Govt./ GEF	Equipment	6,000
	1.2 Recruitment of National Coordinator & Administrative Staff						GEF	Contractual Services	3,000
	1.3 Establishment of Steering Committee, Planning team, NBSAP Process						GEF	International Consultants	6,000
	1.4 Conduct NBSAP Introductory and familiarisation workshop						GEF	Misc. Expenses	1000
	1.5 Finalize list of stakeholders for NBSAP						GEF	Contractual Services	3000
	1.6 Development of work plan, identifying criteria and indicators for project						GEF	Contractual Services	4000
	1.7 Steering Committee meetings						GEF	Misc. Expenses	1000
2.0 National Biodiversity Strategy and Action Plan (NBSAP) developed through multi-stakeholder consultations									
<ul style="list-style-type: none"> Stocktaking and assessment of existing information, production of national report for COP (including gender analysis). Participatory community workshops on conservation and sustainable use of biodiversity Draft BSAP through wider consultation with ministries, stakeholders and resource users 	2.1 Stocktaking and assessment of existing information, production of national report for COP (including gender analysis).					Department of Environment	GEF	Local & International Consultants	16,000
	2.2 Participatory community workshops on conservation and sustainable use of biodiversity						GEF	Travel/ Miscellaneous Expenses	20,000
	2.3 Draft BSAP through wider consultation with ministries, stakeholders and resource users							Contractual Services/ Supplies	20,000
3.0 Tuvalu's First & Third National Reports to the CBD COP developed									
3.1 Preparation of preliminary national reports 1 & 3 to CBD						Department of Environment	GEF	Local Consultants	2000

house mechanism	3.2 D dissemination of draft COP Report to relevant agencies and organizations				2500
Year 1-2008 Targets:	3.3 Gathering and compilation of feedback from relevant agencies and organizations				4500
<ul style="list-style-type: none"> NBSAP institutional Process established Participatory community workshops on conservation and sustainable use of biodiversity conducted Stocktaking and assessment of existing information, production of national report for COP completed. Draft NBSAP, 1st & 3rd National reports available Completion of Participatory Community Workshops Purchase of CHM hardware and software Annual Audit and TPR 					

4.0 Clearing House Mechanism (CHM) established for Tuvalu

5.0 Project Management

5.1 Inception Report

5.2 Quarterly Reports

5.3 Audit Financial Management

Related CP outcome: Environmental sustainability and sustainable energy are mainstreamed into regional and national policies, planning frameworks and programmes; and Vanuatu communities effectively manage and sustainably use their environment, as well as natural and cultural resources

Annual Work Plan – 2009							
EXPECTED OUTPUT	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Planned Budget
And baseline, associated indicators and annual targets	List activity results and associated actions	Q1	Q2	Q3	Q4	Source	Amount
<p>Output: Enhanced national capacity through multi-stakeholder participation in planning and pre-investment activities to meet commitments and obligations to Convention on Biological Diversity (CBD).</p> <p>Baseline: No coherent policy framework for management of biodiversity. Lack of information on biological diversity and country based priorities for sustainable use of biological resources. Weak country capacity meet obligations to the CBD COP.</p> <p>Indicators:</p> <ul style="list-style-type: none"> National steering committee/thematic groups on biodiversity established. NBSAP and associated conservation thematic considerations documented Evidence of information, including the existing legislation, policies and programmes, institutional and financial arrangements on biodiversity management in Tuvalu through NBSAP reports Number of networks and participation into NBSAP process across sectors Evidence of root causes stipulated into policy strategies within NBSAP Percentage of community members (men & women) aware of importance of biodiversity and NBSAP Percentage/range of stakeholders having excess to biodiversity, protected area management and conservation efforts via the clearing house mechanism 	<p>1.0 NBSAP institutional process established and stakeholders engaged</p> <p>1.7 Steering Committee meetings</p> <p>2.0 National Biodiversity Strategy and Action Plan (NBSAP) developed through multi-stakeholder consultations</p> <p>2.3 Draft BSAP through wider consultation with ministries, stakeholders and resource users</p> <p>2.4 Meetings of the steering committee with the planning team to review draft BSAP</p> <p>2.5 National workshop to discuss BSAP, finalisation of BSAP, and submission for Government endorsement</p> <p>2.6 Submission of BSAP to COP, and begin implementation of the plan.</p> <p>3.0 Tuvalu's First & Third National Reports to the CBD COP developed</p> <p>3.3 Gathering and compilation of feedback from relevant agencies and organizations</p> <p>3.4 Hosting of National workshop to discuss and finalize 1st & 3rd National reports</p> <p>3.5 Finalization of 1st & 3rd reports to CBD COP</p> <p>4.0 Clearing House Mechanism (CHM) established for Tuvalu</p> <p>4.2 Undertake discussions to develop a CHM strategy, information sharing arrangements and data management protocols.</p>					<p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p> <p>Department of Environment</p>	<p>19,000</p> <p>20,000</p> <p>12,500</p> <p>11,500</p> <p>14,000</p> <p>2000</p> <p>6,000</p> <p>3000</p> <p>3000</p>
<p>Year 2-2009 Targets:</p> <ul style="list-style-type: none"> NBSAP, 1st and 3rd National reports completed, endorsed by Govt. and 							

- submitted to CBD COP
- National validation workshops completed
- CHM and CHM strategy established
- Annual Audit and TPR

Related CP outcome: Environmental sustainability and sustainable energy are mainstreamed into regional and national policies, planning frameworks and programmes; and Vanuatu communities effectively manage and sustainably use their environment, as well as natural and cultural resources

4.3 Set up Website/database.				GEF	Local Consultant/Comp Equipment	7,500
4.4 Internet/Website Training for the CHM Focal Point				GEF	Local Consultant/Contractual Services	5500
5.0 Project Management						
5.2 Quarterly Reports				GEF	Contractual Services	7500
5.3 Audit Financial Management				GEF	Contractual Services	3000
5.4 Annual (Terminal) Tripartite Review				GEF	Contractual Services	3000
TOTAL						US\$117,500

III. MANAGEMENT ARRANGEMENTS

Roles and Responsibilities

Establishing an effective project management structure is crucial for the project's success. The project has need for direction, management, control and communication and has been designed according to the following project organisation structure.

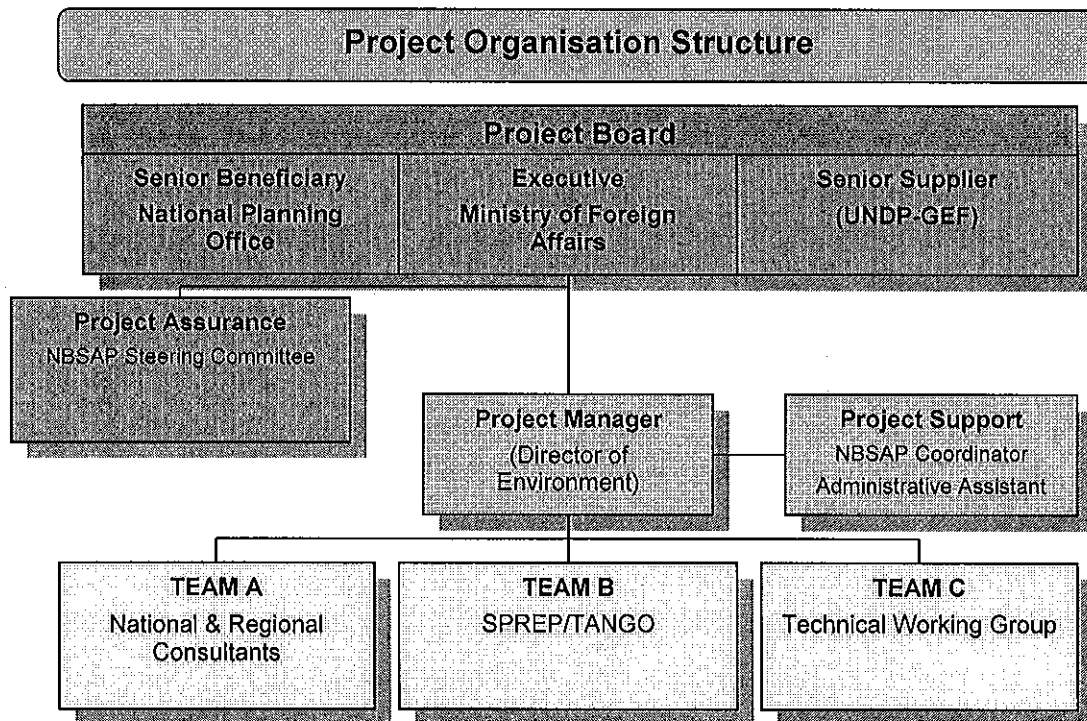


Figure 1: Project Organisation Structure

As per figure 1, a Project Board will be formed comprising of the Ministries of Foreign Affairs and National Planning and the UNDP-GEF. The project board will be responsible for the overall direction and management of the Project. The project board is ultimately responsible for the Project supported by the National Steering Committee. A range of government and non-government institutions and organisations, which have responsibility for environment-related matters and for the enforcement of existing legislation, will help constitute the consultation process of National Biodiversity Strategy and Action Plan as part of technical planning teams. Suggestions for other planning team members include the International Consultant, Department of Environment, Fisheries & Agriculture and Planning, Tuvalu Association of NGOs (TANGO) and Island Care.

The government-implementing agency for the project will be the Department of Environment (DOE). DOE as the main governmental agency responsible for the execution of biodiversity programmes. DOE will also ensure synergism with other planned GEF projects and or relevant, existing activities, and oversee enforcement of measures to conserve and utilise the biodiversity resources of Tuvalu sustainably. The head of Department of Environment shall be delegated as the National Project Manager for the NBSAP, first and third National Reports and Clearing House Mechanism Component. A full time Project Coordinator will be recruited and will lead the project.

A work plan will be formulated by the steering committee, International/Regional Consultants and National Coordinator (NC). The same group will also set up criteria and indicators for the project, and will then institute a planning team, drawing members from the research institutes and relevant personnel from environment ministries and NGO's. The planning team will be headed by the

National Project Manager (NPM) with the IC acting as advisor and assisted by a junior national consultant. The planning team will be responsible for planning, management and completion of all project activities. To facilitate this process, in the first month, the IC will run familiarization sessions for the planning team covering topics such as biodiversity analysis and participatory and strategic planning methods.

The NC and the planning teams will take stock of and assess existing information on biodiversity conservation in the country following familiarisation sessions. This will be a desk-based assessment of previously produced documents such as the NES, State of Environment Report (SOE), and National Development Plan with present and planned programmes for primary industries - Land Use, Forestry, Fisheries, Mineral Extraction.

Following the stock taking and assessment process, the national steering committee will then work with the planning team to prioritize activities for implementation and streamline activities that could best be implemented at the national, local, and community level. The planning team will ensure that synergies are formed with planned or ongoing GEF activities during the stock taking and prioritisation phases of the BSAP process.

UNDP, as the implementing agency of the GEF, will monitor the project through appraisal of quarterly reports and provision of status updates to GEF. UNDP guidelines will apply to the execution of the National Biodiversity Strategy and Action Plan, First & Third National Reports to the COP and the Clearing House Mechanism. The Tripartite Review (TPR) will include representatives from the Tuvalu Government, the Project Team and UNDP.

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 and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgment to GEF. The UNDP logo should be more prominent - and separated from the GEF logo if possible, as UN visibility is important for security purposes.

Financial Arrangements

The NBSAP project will be nationally executed (NEX) by the national Government of Tuvalu through the Department of Environment, where the focal point of contact will be the Director, Department of Environment. The Department of Environment will:

- Be responsible for the financial control of the project through the NEX modality of UNDP. UNDP will administer the Budgetary requirements for the Tuvalu National Government;
- Sign-off on all budget and work-plan revisions and maintain project accounts and financial responsibility;
- Work with the project and assume responsibility for entering into necessary work arrangements with other national, state and regional organizations for efficient and effective project implementation;
- Support the project by providing guidance and authority to engage services consistent with the objectives of the project; and
- Receive advances equivalent to the financial needs of the project as indicated in the quarterly work plans provided.

An annual audit of the project resources will be carried out by an accredited auditor who shall, in addition to local government requirements, pay particular attention to the UNDP financial regulations, policies and procedures that apply to projects; the project document and work plans, including activities, management arrangements, expected results, monitoring, evaluation and reporting provisions; and the key considerations for management, administration and finance. The audit shall not cover expenses incurred by UNDP.

Funds will be released to the Development Account of the Ministry of Foreign Affairs. The Ministry of Foreign Affairs will be responsible for the initial warrant and disbursement of funds

in accordance with the work plan and the project document. Further cash advances will be contingent upon timely reporting of expenditure by the Department of Environment to the UNDP MCO, Fiji.

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.