



United Nations Development Programme  
Country: St Vincent and the Grenadines and the OECS  
Project Document

Project Title	Intended Nationally-Determined Contributions (INDC) for St Vincent and the Grenadines
Strategic Plan 2014-2017 Outcome 1:	Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded
Strategic Plan 2014-2017 Output 1.4:	Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented
UNDAF/SPD Outcome 1:	Enhanced capacity of national, sub-regional and regional institutions and stakeholders to: effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards; improved energy efficiency and use of renewable energy; improved policy, legal, regulatory and institutional frameworks for environmental and energy governance
Expected Output 1.5: M-CPAP	Institutional capacity to respond to climate change strengthened at the national level
Implementing Partner:	Ministry of Health, Wellness and the Environment
Responsible Parties:	INDC Committee

#### Brief Description

Preparation of an INDC for St Vincent and the Grenadines would allow for a structured dialogue on long range planning for climate change and its complementarity with broader national pursuits such as the sustainable energy, National Economic and Social Development Plan and sustainable development aspiration. It would also allow for broadening the dialogue on building resilience to climate change to include a wider national audience.

The project shall focus on INDC preparation actions in accordance with established guidelines provided in the UNDP/World Resource Institute guidance document on Designing and Preparing an INDC. Accordingly, it will consult, examine and analyses ongoing and future actions/plans/programmes that would reveal information under relevant themes and generate an INDC communication to be submitted to the United Nations Framework Convention on Climate Change (UNFCCC).

Programme Period:	2012-2016	2015 AWP budget:	US\$150,000
Key Result Area (Strategic Plan): Development Pathways	Sustainable	Total resources required	US\$150,000
Atlas Award ID:	00089257	Total allocated resources:	US\$150,000
Start date:	3 August 2015	• Regular	_____
End Date:	30 June 2016	• Other:	_____
PAC Meeting Date	10 July 2015	• EU	US\$150,000
Management Arrangements	NIM	In-kind Contributions	
		• Government	US\$ 37,037

Agreed by the Ministry of Finance and Economic Planning:



17/9/15  
Date/Month/Year

Date/Month/Year

Agreed by UNDP:



Date/Month/Year

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## I. SITUATION ANALYSIS

In the Energy Action Plan for St Vincent and the Grenadines of 2010, the renewable energy goal was to provide 30% of projected electricity output from renewable energy sources by 2015 and 60% by 2020. The renewable energy sources under consideration are geothermal, hydroelectricity, wind and solar. The government has also embarked on several adaptation projects funded by grants and loans from several development partners. The country is in the process of developing a National Climate Change Policy and Strategy Action Plan; however, attempts are being made in the interim to mainstream climate change considerations into existing legislation. Addressing climate change, specifically climate change adaptation, is also one of the goals of the National Economic and Social Development Plan.

Preparation of an INDC for St Vincent and the Grenadines would therefore allow for a structured dialogue on long range planning for climate change and its complementarity with broader national pursuits such as sustainable energy development, the National Economic and Social Development Plan and sustainable development aspirations. It would also allow for broadening the dialogue on building resilience to climate change to include a wider national audience.

The participatory nature of this process will facilitate the identification and inclusion of target groups that are most vulnerable to climate change impacts such as the poor, the disabled as well as those whose livelihoods would be most severely impacted such as fish folk and farmers. Additionally it would allow for the opportunity for consideration of how issues related to gender equality, women's empowerment and youth will be impacted by climate change and how these areas can be effectively addressed within the within the context of improved climate resilience and development planning.

The INDC will represent a comprehensive assessment and planning document that, among others, would:

- support the ongoing and future work of the national climate change oversight mechanism particularly with respect to developing an appropriate monitoring, reporting and verification (MRV) system;
- support the pursuit of a sustainable energy framework;
- contribute to understanding the state of national resilience to climate change; as well as
- help inform and shape national budgetary and other development planning processes.

## II. RESULTS AND RESOURCES FRAMEWORK

<p><b>Intended Outcome as stated in the UNDAF/Country Programme Results and Resource Framework:</b></p> <p>Outcome 1: Enhanced capacity of national, sub-regional and regional institutions and stakeholders to: effectively manage natural resources; build resilience to the adverse impacts of climate change and natural and anthropogenic hazards; improved energy efficiency and use of renewable energy; improved policy, legal, regulatory and institutional frameworks for environmental and energy governance</p> <p><b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b></p> <p>Output 5: Institutional capacity to respond to climate change strengthened at the national level  Indicator: No. of countries with climate change adaptation strategies updated and approved.  Baseline: 6 countries have draft strategies.  Target: 6-10 countries have updated and approved climate change adaptation strategies.</p> <p><b>Applicable Output(s) from 2014-17 Strategic Plan:</b></p> <p>Output 1.4: Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented  Indicator 1.4.2: Number of countries where implementation of comprehensive measures - plans, strategies, policies, programmes and budgets - to achieve low-emission and climate-resilient development objectives have improved</p>				
<p><b>Project title and ID: 00095586 Intended Nationally-Determined Contributions for St Vincent and the Grenadines</b></p>				
OUTPUTS AND TOC	OUTPUT INDICATORS <sup>1</sup>	ACTIVITIES, RISKS AND ASSUMPTIONS	ROLE OF PARTNERS	INPUTS
<p><b>Output 1</b>  INDC for St Vincent and the Grenadines approved by Cabinet and submitted to UNFCCC.  <i>It is envisaged that the preparation of the INDC will result in structured dialogue and a strategic approach to long range planning for climate</i></p>	<p><b>Results Indicator 1.1<sup>2</sup></b>  Annual emissions of carbon dioxide (in metric tons) to be reduced or avoided  Data source: Available national GHG inventory, INDC report  Baseline: 182,680t (2004)</p>	<p>1.1 Stakeholder engagement  1.2 INDC report completed  1.3 Development of implementation plan  Activities under this initiative are highly participatory in nature engaging a broad range of stakeholders in order to</p>	<p>INDC Committee  <i>This committee will represent the interests of the target groups and ensure that project results are responsive to the needs of the beneficiaries</i></p>	<p>\$150,000 (grant funding)</p>

<sup>1</sup> It is recommended that projects use output indicators from the Strategic Plan, as relevant, in addition to project-specific results indicators

<sup>2</sup> Note that these indicators relate to the quantification of the actions which the government will be voluntarily committing to within the INDC document, not the implementation of the actions themselves

<p>change, increased risk resilience and their complementarity with broader national pursuits. Additionally it will allow for the opportunity to broaden the dialogue to include a wider audience and for the identification and inclusion of target groups most vulnerable to climate change. The articulation of these contributions is also expected to be an integral tool for and integration of climate decisions into national budgetary and development processes.</p>	<p><b>Results Indicator 1.2</b>  % of electricity to be generated from renewable energy sources  Data source: VINLEC, INDC report  Baseline: 25% from hydropower in 2013</p>	<p>attain the project objectives. Additionally local capacity is expected to be developed during the process. The INDC committee will be comprised of principal players who are knowledgeable about the issues relating to the project objectives and resources; and the processes needed to achieve the expected outputs. It is expected that this committee will be highly responsive and capable of guiding the project towards its desired outcome in a manner which adequately addresses the needs of the target groups. However project delivery can be impacted by limited stakeholder involvement, slow feedback to consultants and slow delivery of the outputs given the limited timeframe for execution.</p>	
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### III. ANNUAL WORK PLAN

Year: 2015-2016

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	PLANNED BUDGET	
		Q3	Q4	Q1	Q2				Amount 2015 US\$	Amount 2016 US\$
Output 1: INDC for St Vincent and the Grenadines approved by Cabinet and submitted to UNFCCC <i>Indicators:</i> Annual emissions of carbon dioxide (in metric tons) to be reduced/avoided <i>Baseline:</i> 182,680t (2004) <i>Targets:</i> To be determined	1. Stakeholder engagement - Establish INDC Committee - Inception Workshop - INDC Committee Meetings - Stakeholder consultations - Stakeholder validation 2. INDC report completed - Consultant procurement - Report reviewed by INDC Committee - Cabinet endorsement - Report submitted to UNFCCC					MOHWE	EC	Training, workshops and conferences	16,250	0
	3. Development of implementation plan - Presentation of the outcomes of COP21 and re-evaluation of the INDC - INDC Committee Meetings - Development of INDC implementation plan - Development of MRV mechanism					MOHWE	EC	Local consultants International consultants Travel Communications	21,000 25,000 10,000 17,000	0
<i>Indicators:</i> % of electricity to be generated from renewable energy sources <i>Baseline:</i> 25% in 2013 (VINLEC) <i>Targets:</i> 60% by 2020 (National Energy Action Plan 2010)	Project Steering Committee meetings					UNDP MOHWE	EC	Training, workshops and conferences International consultants	0 0	25,250 15,000
Project management	Audit								6,250	6,250
	Direct project costs								0	3,000
<b>TOTAL</b>									<b>98,500</b>	<b>51,500</b>

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## IV. MANAGEMENT ARRANGEMENTS

The project is directly aligned with the UNDP Strategic Plan 2014-2017 Outcome 1 and will be executed using the National Implementation Modality (NIM) by the Ministry of Health, Wellness and the Environment in St Vincent and the Grenadines. Due to the complexity of the local government's payment and financial processes and the time restraints under the project; payments under will be made by using the direct payment modality.

UNDP will undertake regular oversight of project implementation including management arrangements, annual work planning and in-situ monitoring, financial and results management, evaluation and project closure.

The **Project Steering Committee (PSC)** is responsible for making management decisions for a project, playing a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan (AWP), the PSC can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans. The Terms of Reference are included in Annex 3.

In order to ensure UNDP's ultimate accountability for the project results, Project Steering Committee decisions will be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.

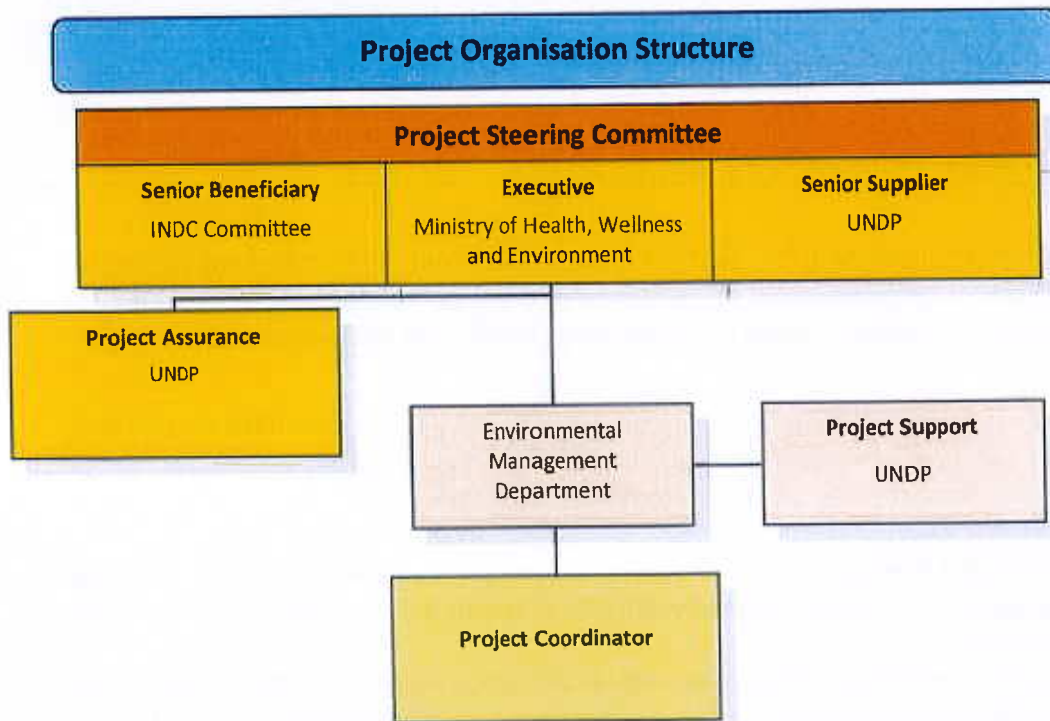
Potential members of the Project Steering Committee are reviewed and recommended for approval during the Project Appraisal Committee (PAC) meeting. Representatives of other stakeholders can be included in the Board as appropriate. The Board contains four distinct roles:

- **Executive/Project Director:** individual representing the project ownership to chair the group. For this project the Permanent Secretary, Ministry of Health Wellness and the Environment will assume this role.
- **Development Partners/Senior Supplier:** individual or group representing the interests of the parties concerned which provide funding for specific cost sharing projects and/or technical expertise to the project. The primary function within the Board is to provide guidance regarding the technical feasibility of the project. UNDP Resident Representative will assume this role.
- **Beneficiary Representative:** individual or group of individuals representing the interests of those who will ultimately benefit from the project. The primary function within the Steering Committee is to ensure the realisation of project results from the perspective of project beneficiaries. Members of the INDC Committee will serve on the Project Steering Committee in this capacity. The organisations that will be represented on the INDC committee are:
  - i. Environmental Management Department (Chair)
  - ii. Energy Unit
  - iii. Forestry Department

- iv. Ministry of Finance
- v. Central Planning
- vi. VINLEC (St Vincent Electricity Services Ltd)

- **Project Assurance:** this role is the responsibility of each PSC member; however the role can be delegated. The project assurance role performs objective and independent project oversight and monitoring functions, independent of the Project Coordinator, ensuring appropriate project management milestones are managed and completed. The Deputy Resident Representative of UNDP Barbados and the OECS, or their designate, will provide quality assurance oversight.

The **Project Support** role provides project administration, management and technical support to the Project Coordinator as required by the needs of the individual project or Project Coordinator. Such functions include administrative services, project documentation management, financial management, monitoring and reporting, and provision of technical support services.



UNDP shall provide project cycle management services. The Government of St Vincent and the Grenadines may request UNDP to provide direct project services specific to project inputs according to its policies and convenience. In accordance with UNDP requirements, the costs of these services will be part of the project management cost allocation identified in the project budget. UNDP and the Government acknowledge and agree that these services are not mandatory and will only be provided in full accordance with UNDP policies on recovery of direct costs (refer to Annex 4).

Any audit will be conducted in accordance with UNDP financial rules and regulations and applicable audit policies on UNDP projects.



Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

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## V. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Support Team to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Coordinator to the Project Steering Committee through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

### Annually

- **Final Review Report.** A Final Review Report shall be prepared by the Project Coordinator and shared with the Project Steering Committee and the Outcome Board. As minimum requirement, the Final Review Report shall consist of the Atlas standard format for the QPR covering the lifetime of the project with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined targets at the output level.
- **Final Project Review.** Based on the above report, a final project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project. In the last year, this review will be a final assessment. This review is driven by the Project Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

## Quality Management for Project Activity Results

<b>OUTPUT 1: INDC for St Vincent and the Grenadines approved by Cabinet and submitted to UNFCCC</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	Stakeholder engagement	Start Date: 15 June 2015 End Date: 31 Aug 2015
<b>Purpose</b>	<i>To solicit input and feedback into the INDC development process from government agencies, the private sector, utilities, academia, civil society and other relevant bodies</i>	
<b>Description</b>	<i>This will include establishing an INDC Committee to oversee the process; an inception meeting, various stakeholder meetings and a validation workshop to review the INDC report</i>	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Number and types of stakeholders engaged in process	Reports of stakeholder meetings and validation workshop	15 Aug 2015
<b>Activity Result 2 (Atlas Activity ID)</b>	INDC report completed	Start Date: 1 July 2015 End Date: 30 Sept 2015
<b>Purpose</b>	<i>To prepare St Vincent and the Grenadines' INDC for submission to the UNFCCC</i>	
<b>Description</b>	<i>This will include hiring a consultant team to conduct the process under the guidance of the INDC Committee, review of the draft reports, and submission to Cabinet for endorsement prior to the UNFCCC</i>	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Fair, ambitious and contributes to achieving the objective of the Convention <sup>3</sup>	Cabinet endorsement of INDC	15 Sept 2015

## M&E work plan and budget

Type of M&E activity	Responsible Parties	Budget US\$	Time frame
Inception workshop and report (see Activity 1 in AWP)	<ul style="list-style-type: none"> <li>▪ Project Coordinator</li> <li>▪ INDC Committee</li> </ul>	10,000	Within first two months of project start
Periodic progress reports	<ul style="list-style-type: none"> <li>▪ Project Coordinator</li> </ul>	0	Quarterly
Audit	<ul style="list-style-type: none"> <li>▪ UNDP</li> </ul>	3,000	At least once in project lifetime
Final Project Report	<ul style="list-style-type: none"> <li>▪ Project Coordinator</li> </ul>	0	Before the end of the project
Project Steering Committee and INDC Committee meetings (see Activities 1 and 3 in AWP)	<ul style="list-style-type: none"> <li>▪ Project Coordinator</li> <li>▪ INDC Committee</li> </ul>	25,000	
<b>TOTAL Indicative COST</b> Excluding project team and UNDP staff time		38,000	

<sup>3</sup> As defined in the UNDP/WRI Guidelines for Designing and Preparing Intended Nationally-Determined Contributions (INDCs) [http://www.lowemissiondevelopment.org/docs/Designing\\_and\\_preparing\\_an\\_INDC\\_May\\_13.pdf](http://www.lowemissiondevelopment.org/docs/Designing_and_preparing_an_INDC_May_13.pdf)

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## VI. LEGAL CONTEXT

This document together with the MCPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) (signed 29 April, 1983); as such all provisions of the MCPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the MCPAP and this document.

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/ag\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/ag_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

## VII. ANNEXES

### Annex 1: Risk Analysis

<b>Project Title:</b> Intended Nationally-Determined Contribution (INDC) for St Vincent and the Grenadines	<b>Award ID:</b> 00089257 <b>Date:</b> May 2015
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response
1	Limited stakeholder engagement and participation	May 2015	Social/Political	<p>Perspectives from a wide range of actors is key to identifying the most appropriate approach for the INDC and ensuring it is fair, ambitious and contributes to achieving the objective of the Convention.</p> <p>P = 2, I = 5</p>	<p>A preparatory briefing has already been held with select public sector agencies. The multi-sector NCCC has a mandate to advance this and other climate change responsive work for the country.</p>
2	Slow delivery of output	May 2015	Financial	<p>Detailed consideration of the preparation of an INDC for St Vincent and the Grenadines has been challenged by several factors, but in particular the very short time frame for consideration, the lack of clear guidance in the early stages and the steep learning curve required thereafter, and the lack of available financial support.</p> <p>P = 3, I = 5</p>	<p>The Government of St Vincent and the Grenadines will form an INDC Committee to specifically oversee and drive this process forward given the importance of this initiative within the national context of pursuing sustainable development and a green economy.</p> <p>UNDP will provide support and facilitation wherever necessary to help keep the process on track.</p>

## Annex 2. Social and Environmental Screening Procedure

### Project Information

Project Information	
1. Project Title	Intended Nationally-Determined Contribution (INDC) for St Vincent and the Grenadines
2. Project Number	00095586
3. Location (Global/Region/Country)	St Vincent and the Grenadines

### Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

#### QUESTION 1: How Does the Project integrate the overarching principles in order to strengthen social and environmental sustainability?

##### **Briefly describe in the space below how the Project mainstreams the human-rights based approach**

Emphasis is placed on the participation and inclusion of groups/sectors which make the largest contribution to greenhouse gas emissions, as well as those which would be most vulnerable to climate change impacts (e.g. the poor, the elderly, farmers, fisher folk, etc.). The consultative mechanisms envision an approach which is equitable and non-discriminatory in giving all stakeholders a voice and contribution to the formulation making process, accountability and rule of law. Emphasis will also be placed on ensuring that information will be shared in a way that all stakeholders understand. In addition, the final output of the project is one which will promote the reduction of vulnerability and building of resilience to climate change and advancement of an inclusive sustainable development pathway for the country.

##### **Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment**

The production of the INDC requires a thorough assessment of all past and ongoing national climate initiatives, articulated commitments and projected futures for key socio-economic sectors. This review would allow for the identification of factors that may impact on or do not adequately account for disparities as it relates to gender equality and women's empowerment and how they may be affected by climate impacts. Such findings will be key in the drafting of the INDC and will serve to guide the efforts to improve how these areas are addressed and articulated

##### **Briefly describe in the space below how the Project mainstreams environmental sustainability**

The INDC will represent a comprehensive assessment and planning document that, among others, would:

- support the ongoing and future work of the National Climate Change Committee particularly with respect to developing an appropriate Monitoring, Reporting and Verification System (MRV);
- support the Green Economy pursuit and Sustainable Development aspiration as it would be foundational to understanding the state of national resilience to climate change; and
- help inform and shape national budgetary and other development planning processes.

## Part B. Identifying and Managing Social and Environmental Risks

<p><b>QUESTION 2: What are the potential social and environmental risks?</b>  <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses). If no risks have been identified in Attachment 1 then note “No Risks Identified” and skip to Question 4 and Select “Low Risk”. Questions 5 and 6 not required for Low Risk Projects.</i></p>	<p><b>QUESTION 3: What is the level of significance of the potential social and environmental risks?</b>  <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i></p>	<p><b>QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for risks with moderate and high significance)?</b></p>		
<p><b>Risk Description</b></p>	<p><b>Impact and Probability (1-5)</b></p>	<p><b>Significance (Low, Moderate, High)</b></p>	<p><b>Comments</b></p>	<p><b>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.</b></p>
<p>NO RISKS IDENTIFIED</p>	<p>I = P =</p>			
<p><b>QUESTION 4: What is the overall Project risk categorisation?</b></p>				
<p>Select one (see <u>SESP</u> for guidance)</p>				
<p>Low Risk <input checked="" type="checkbox"/></p>				
<p>Moderate Risk <input type="checkbox"/></p>				
<p>High Risk <input type="checkbox"/></p>				
<p><b>QUESTION 5: Based on the identified risks and risk categorisation, what requirements of the SES are relevant?</b></p>				
<p>Check all that apply</p>				
<p>Principle 1: Human Rights <input type="checkbox"/></p>				
<p>Principle 2: Gender Equality and Women’s Empowerment <input type="checkbox"/></p>				
<p>1. Biodiversity Conservation and Natural Resource Management <input type="checkbox"/></p>				
<p>Comments</p>				





<b>Checklist Potential Social and Environmental Risks</b>		<b>Answer (Yes/No)</b>
<b>Principles 1: Human Rights</b>		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalised groups?	N
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalised or excluded individuals or groups? <sup>4</sup>	N
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalised individuals or groups?	N
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalised groups, from fully participating in decisions that may affect them?	N
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	N
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	N
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	N
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	N
<b>Principle 2: Gender Equality and Women's Empowerment</b>		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	N
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	N
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	N
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?	N

<sup>4</sup> Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

	<i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	
	<b>Principle 3: Environmental Sustainability:</b> Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below	
	<b>Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management</b>	
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	N
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognised as such by authoritative sources and/or indigenous peoples or local communities?	N
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	N
1.4	Would Project activities pose risks to endangered species?	N
1.5	Would the Project pose a risk of introducing invasive alien species?	N
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	N
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	N
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	N
1.9	Does the Project involve utilisation of genetic resources? (e.g. collection and/or harvesting, commercial development)	N
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	N
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered.</i>	N

<i>Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>		
<b>Standard 2: Climate Change Mitigation and Adaptation</b>		
2.1	Will the proposed Project result in significant <sup>s</sup> greenhouse gas emissions or may exacerbate climate change?	N
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	N
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	N
<b>Standard 3: Community Health, Safety and Working Conditions</b>		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	N
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	N
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	N
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	N
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	N
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	N
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	N
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labour standards (i.e. principles and standards of ILO fundamental conventions)?	N

<sup>s</sup> In regards to CO<sub>2</sub>, 'significant emissions' corresponds generally to more than 25,000 tonnes per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]



ence of culturally appropriate consultations carried out with the objective of achieving may affect the rights and interests, lands, resources, territories and traditional indigenous peoples concerned?	N
ject involve the utilisation and/or commercial development of natural resources on imed by indigenous peoples?	N
r forced eviction or the whole or partial physical or economic displacement of luding through access restrictions to lands, territories, and resources?	N
rsely affect the development priorities of indigenous peoples as defined by them?	N
ntially affect the physical and cultural survival of indigenous peoples?	N
entially affect the Cultural Heritage of indigenous peoples, including through the ise of their traditional knowledge and practices?	N
<b>on and Resource Efficiency</b>	
ntially result in the release of pollutants to the environment due to routine or non- with the potential for adverse local, regional, and/or transboundary impacts?	N
roject potentially result in the generation of waste (both hazardous and non-	N
ect potentially involve the manufacture, trade, release, and/or use of hazardous als? Does the Project propose use of chemicals or materials subject to international	N
<i>Bs and other chemicals listed in international conventions such as the Stockholm ent Organic Pollutants or the Montreal Protocol</i>	
ect involve the application of pesticides that may have a negative effect on the health?	N
le activities that require significant consumption of raw materials, energy, and/or	N

## **TERMS OF REFERENCE PROJECT BOARD**

### **1.0 BACKGROUND**

In the Energy Action Plan for St Vincent and the Grenadines of 2010, the renewable energy goal was to provide 30% of projected electricity output from renewable energy sources by 2015 and 60% by 2020. The renewable energy sources under consideration are geothermal, hydroelectricity, wind and solar. The government has also embarked on several adaptation projects funded by grants and loans from several development partners. The country is in the process of developing a National Climate Change Policy and Strategy Action Plan; however, attempts are being made in the interim to mainstream climate change considerations into existing legislation. Addressing climate change, specifically climate change adaptation, is also one of the goals of the National Economic and Social Development Plan.

Preparation of an INDC for St Vincent and the Grenadines would therefore allow for a structured dialogue on long range planning for climate change and its complementarity with broader national pursuits such as sustainable energy development, National Economic and Social Development Plan and sustainable development aspiration. It would also allow for broadening the dialogue on building resilience to climate change to include a wider national audience.

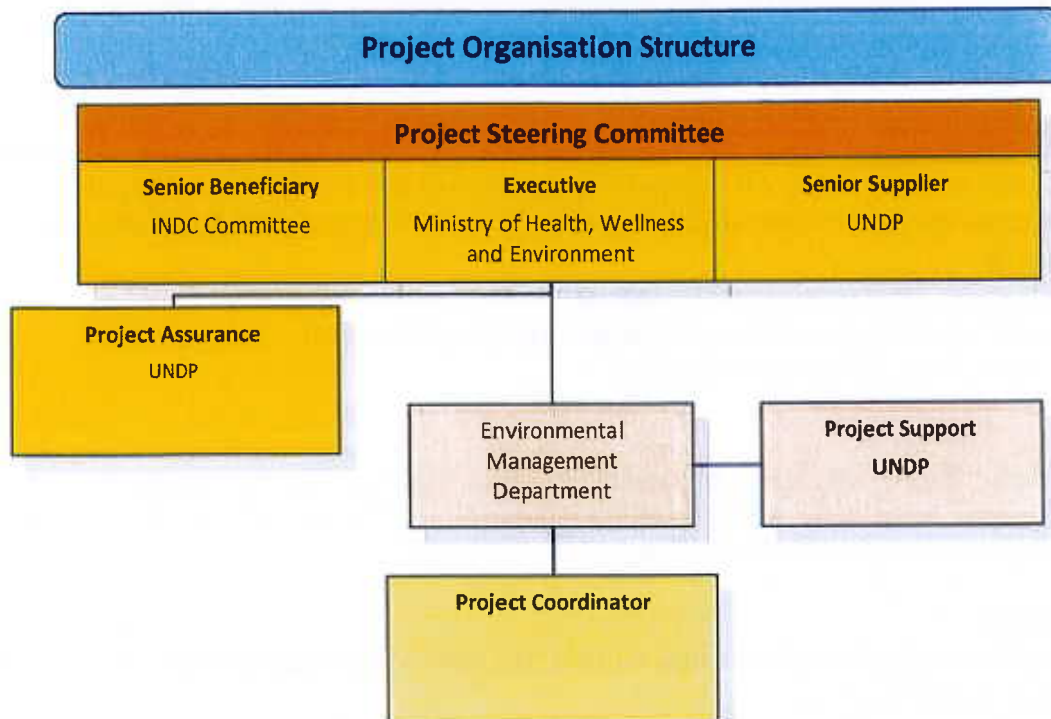
The INDC will represent a comprehensive assessment and planning document that, among others, would:

- support the ongoing and future work of the national climate change oversight mechanism particularly with respect to developing an appropriate monitoring, reporting and verification (MRV) system;
- support the pursuit of a sustainable energy framework;
- contribute to understanding the state of national resilience to climate change; as well as
- help inform and shape national budgetary and other development planning processes.

### **2.0 COMPOSITION**

Representatives from the following organisations shall comprise the Project Steering Committee (PSC):

- Ministry of Health, Wellness and the Environment
- United Nations Development Programme (UNDP) Barbados and the OECS
- INDC Committee



### 3.0 FUNCTIONS OF THE PROJECT STEERING COMMITTEE

1. Offer overall policy and technical guidance and direction towards the implementation of the project, ensuring it remains within any specified constraints
  - a. Provide input into work plans, budgets and implementation schedules to guide the achievement of project objectives
  - b. Approve project implementation schedule, annual work plan (AWP) and indicative project budget at the commencement of each project year within its remit
  - c. Provide guidance and agree on possible countermeasures/management actions to address specific project risks
  - d. Address project issues as raised by the Project Coordinator
  - e. Discuss progress and identify solutions to problems facing any of the project's partners
2. Agree on Project Coordinator's tolerances as required, and provide ad hoc direction and advice for situations when tolerances are exceeded
  - a. During the life of the project, review proposals for major budget re-allocation such as major savings or cost increases, or for use of funds for significantly different activities
  - b. Review and endorse changes in project work plans, budgets and schedules as necessary
3. Monitor compliance with the project's objectives
  - a. Monitor both the budget and the prompt delivery of financial, human and technical inputs to comply with the work plan
  - b. Monitor project implementation and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans
  - c. Review and make decisions on recommendations related to project management from the Executing Agency or Implementing Agency
  - d. Arbitrate where necessary and decide on any alterations to the programme

4. Endorse an overall project evaluation and monitoring function for the duration of the project through a mechanism agreeable to all Project Steering Committee parties
5. Providing necessary oversight to ensure sustainability of project
  - a. Ensure the participation and ownership of stakeholders in achieving the objectives of the project
  - b. Ensure communication of the project and its objectives to stakeholders and the public
  - c. Approve the project communication strategy and public information plans prepared by the PB
6. Facilitate linkages with high-level decision making
7. Convene ordinary meetings to consider the progress made by the project
8. Convene, if necessary, extraordinary meetings

#### **4.0 MEETINGS**

The Project Steering Committee will meet at least every six months, at a time and place convenient to all members. A quorum will be constituted by 51% of the representatives listed at 2.0, and this must be present for meetings of the Project Steering Committee to be convened.

#### **5.0 CHAIRPERSON**

The Chair will chair the Project Steering Committee meeting. The Chair will be responsible for:

1. The conduct of the meeting
2. Ensuring that an accurate record of the discussions and decisions of each meeting is prepared and forwarded to all members
3. Ensuring adequate follow-up on the undertakings of the members of the PSC.

#### **6.0 SECRETARIAT OF THE COMMITTEE**

The National Project Director will provide secretariat services to the PSC.

#### **7.0 COMMUNICATION**

Documentation being presented for review at any meeting of the Project Steering Committee will, as far as possible, be distributed two weeks prior to the meeting. The preparation of the records of all official meetings of the Project Steering Committee will be the responsibility of the secretary. These records must be forwarded to Project Steering Committee members no later than two weeks after its conclusion.

#### **8.0 DURATION**

The Project Steering Committee will exist for the duration of the project.

#### **9.0 FUNDING OF PROJECT STEERING COMMITTEE ACTIVITIES**

Project resources will be used to support the participation of representatives and other members as required.

#### **10.0 MEETING LOCATION**

Meetings of the Project Steering Committee will be held at locations agreeable to all members.



**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES**

Dear Ms Anthony-Browne,

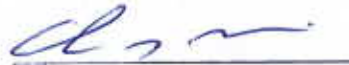
1. Reference is made to consultations between officials of the Government of St Vincent and the Grenadines (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:
  - (a) Identification and/or recruitment of project personnel;
  - (b) Identification and facilitation of training activities;
  - (c) Procurement of goods and services.
4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP Resident Representative and the designated institution.
5. The relevant provisions of the Standard Basic Assistance Agreement (the "SBAA") dated 29 April 1983, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP  
Chisa Mikami  
Resident Representative a.i.



For the Government  
Laura Anthony-Browne  
Director of Planning  
Central Planning Division  
Ministry of Finance and Economic Planning  
Date:

## Attachment

### DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Health, Wellness and the Environment, the institution designated by the Government of St Vincent and the Grenadines and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “the Project”: **00095586 Intended Nationally-Determined Contributions (INDCs) for St Vincent and the Grenadines**.

2. In accordance with the provisions of the letter of agreement signed on \_\_\_\_\_ and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services*	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Payments, disbursements and other financial transactions	During project implementation	Universal Price List	Support Services
2. Recruitment of staff, project personnel, and consultants	During project implementation	Universal Price List	Support Services
3. Procurement of services and equipment, and disposal/sale of equipment	During project implementation	Universal Price List	Support Services
4. Organisation of training activities, conferences, and workshops	During project implementation	Universal Price List	Support Services
5. Travel authorisations, visa requests, ticketing, and travel arrangements	During project implementation	Universal Price List	Support Services

\* UNDP direct project support services will be defined yearly, and for those executed during the period, direct project costs will be charged at the end of each quarter based on the UNDP Universal Pricelist (UPL) or the actual corresponding service cost

4. Description of functions and responsibilities of the parties involved:

The projects will be conducted using UNDP’s national implementation modality (NIM). The National Implementing Partner<sup>8</sup>, with the support of UNDP will be responsible for directing and managing the project and monitoring compliance with the project work plan as a basis for project execution. A Project Coordinator will be responsible for the daily implementation of activities, including direct supervision in coordination with UNDP, for all activities that are carried out by the project.

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<sup>8</sup> National Execution partner under new harmonized definition.

To ensure effective assimilation of the project in permanent institutional structures, a Project Steering Committee will be constituted to oversee and provide guidance to the overall Project implementation.

UNDP will provide technical and operational support necessary for the implementation of activities and the results of the project. The UNDP office will ensure that all consultant contracts, purchase orders and contracts for company services are in compliance with UNDP standards and procedures. In those cases in which the UNDP Resident Representative has to sign the contracts mentioned above, UNDP will participate in the processes for selection and recruitment. UNDP will also provide advances to the project to make direct payments and maintain accounting and financial control of the project.

The project authorities will carry out the procurement and contracts for all purchases less than USD\$2,500. These minor operations shall comply with rules and procedures contained in the National Implementation Manual. According to the above, ownership of equipment, supplies and other property financed with project funds will be conferred to UNDP. Transfer of ownership rights shall be determined in accordance with the policies and procedures of UNDP. All goods will be considered UNDP property for the following five years since purchase.

UNDP will assist in the administration of funds provided by donors. UNDP will be able to assist in the management of any other additional funds for co-financing the projects which may be acquired. These arrangements will be included in the relevant Letters of Agreement. Contributions will be subject to internal and external audits established in UNDP rules and financial regulations.