

## MEMORANDUM OF AGREEMENT (MOA)

### CBA Grant Project – CBA/JAM/SPA/09/04– Bunkers Hill Community Development Committee

Memorandum of Agreement (hereinafter referred to as the “Agreement”) made between the United Nations Office for Project Services (“UNOPS”) and **Bunkers Hill Community Development Committee** (the “**Local CBO**”) in connection with a project financed by the UNDP/Community-Based Adaptation Programme (“**UNDP/CBA**”), implemented by UNDP – and executed by UNOPS.

WHEREAS UNDP/CBA has established and provided funding for a project, being a Planning Grant to develop a proposal entitled: ***Land & Preservation Measures to Combat Climate Change Pressures in Cockpit Country’s Martha Brae Watershed*** to stabilize and reinforce river bank slopes to protect against the loss of agricultural lands from the threat of climate change-driven increases in flood risk, due to stronger hurricanes and higher-intensity rainfall.

WHEREAS the National Coordinating Committee (the “**National Coordinating Committee**”), to which UNDP/CBA has delegated the authority to select and approve projects and allocate funding, has, at a meeting held on **June 10, 2009** approved the project, details of which are set out at Annex A, and the budget as set out in Annex B, and agreed to the allocation of funds to **LOCAL CBO**. All conditions to the allocation of funds to **LOCAL CBO**, outlined in the minutes of the meeting attached hereto, have been satisfied or will be satisfied during the project implementation in accordance with instructions to be issued by the National Coordinator.

WHEREAS the **Local CBO** is ready and willing to accept such funds from UNDP/CBA through the administration of UNOPS for the above mentioned activities on the terms and conditions set out herein;

WHEREAS UNOPS has appointed **Dale Rankine** as National Coordinator (the “**National Coordinator**”) as its representative for all day-to-day matters concerning the administration of the Community-Based Adaptation Programme in **Jamaica**;

NOW, therefore, the parties hereto agree as follows:

#### **I. Responsibilities of the Local CBO:**

1.1 The **Local CBO** hereby agrees to undertake the activities described in the Project Proposal which has been approved by the National Coordinating Committee and is attached as Annex A and which forms an integral part of this Agreement.

1.2 None of the funds provided pursuant to this Agreement may be used for any purpose other than those expressly set forth in Annex A. In the event that the **Local CBO deems it necessary for the implementation of the Project to make a payment:**

- (a) to any employee or member of the **Local CBO**; or
- (b) to any family member of the Head of the **Local CBO**

no such payment shall be made without the prior written authorization of the National Coordinator.

1.3 The **Local CBO** shall not undertake a procurement action for goods or services (including but not limited to the hiring of contractors or personnel for the activities to be carried out pursuant to this Agreement) for a value in excess of **USD4500 (Four Thousand Five Hundred United States Dollars)** without the prior written approval of the National Coordinator.

## **II. Responsibilities of UNOPS:**

2.1 UNOPS agrees to provide payment of funds as specified in Article IV below.

## **III. Duration**

3.1 This Agreement will come into effect on signature by both parties and shall expire on **December 30, 2010**.

## **IV. Payments**

4.1 UNOPS shall provide funds to the **Local CBO** in an amount of **USD 45000 (Forty Five Thousand United States Dollars)** according to the schedule set out below, subject to the **Local CBO's** submission of timely and accurate expense reports:

**USD 9000 (Nine Thousand US Dollars)**, upon signature of this Agreement by both parties.

**USD 11,250 (Eleven Thousand two hundred and fifty US Dollars)**, upon certification by the National Coordinator of receipt and acceptance of the first progress report, and report on use of funds by **January 2010**

**USD 13500 (Thirteen thousand five hundred US Dollars)**, upon certification by the National Coordinator of receipt and acceptance of the second progress report, and report on use of funds by **May 2010**.

**USD 11250 (Eleven Thousand two hundred and fifty US Dollars), upon certification by the National Coordinator of receipt and acceptance of the third progress report, and report on use of funds by **October 2010****

4.2 All amounts in this Article IV are expressed in US dollars but shall be paid to the **LOCAL CBO** in local currency, calculated by reference to the UN rate of exchange as at the month and year of the payment. Payment amounts shall be deposited into the **Local CBO's** bank account the details of which are as follows:

[Bank Name: Jamaica National Building Society and SWIFT code:  
CITIGB2L]

[Account name: Bunkers Hill Community Development Committee]

[Account no.:10563556]

[Bank address: 1 Officers Alley, Falmouth, Trelawny]

:

4.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the **Local CBO** in the performance of the activities under this Agreement.

4.4 All progress reports required to be submitted pursuant to this article 4 shall be in the form set out in Annex C. All interim reports on the use of funds shall be in the form set out in Annex D.

## **V. Records, Information and Reports**

5.1 The **Local CBO** shall maintain clear, accurate and complete records in respect of the funds received under this Agreement. The **Local CBO's** books and records shall be maintained in such a manner that the receipts and expenditures relating to such funds will be shown separately on such books and records in an easily accessible form. In addition, the **Local CBO** shall maintain a separate file in respect of each grant, including but not limited to:

- (a) the initial proposal (concept) for such grant, and any documentation relating to the process leading up to an amended and final proposal (concept);
- (b) the final proposal (concept);
- (c) a copy of this Memorandum of Agreement, signed by both parties;
- (d) any amendments to the Memorandum of Agreement;
- (e) copy progress reports submitted to the National Coordinator;
- (f) any correspondence with the National Coordinator, etc.; and

5.2 The **Local CBO** shall furnish, compile and make available at all times to UNOPS and/or its auditors any records or information, oral or written, which either UNOPS or its auditors may reasonably request in respect of the funds received by the **Local CBO**. Upon receipt of a request by email or any other form of written

communication from UNOPS and/or its auditors, **Local CBO** shall, within five working days, forward to UNOPS and/or its auditors such records or information as so requested.

5.3 All funds which remain unutilized after completion of grant activities shall be promptly returned by the Local CBO to UNOPS, or to be otherwise disposed of in consultation with UNOPS.

5.4 Subject to Article 5.6, all further correspondence regarding the implementation of this Agreement should be addressed to:

For UNOPS:

**Mr. Dale Rankine**  
**National Coordinator**  
**UNDP CBA Project**  
**1-3 Lady Musgrave Road**  
**Kingston 5**

For the **Local CBO**:

**Mr. Evan atkinson**  
**Prsident**  
**Bunkers Hill Community Development Committee**  
**Bunkers Hill P.O, Trelawny**

5.5 All correspondence regarding disputes or termination of this Agreement, or changes in the implementation schedule should be addressed to:

FOR UNOPS:

**Mr. Minh Pham**  
**Resident Representative**  
**United Nations Development Programme**  
**1-3 Lady Musgrave Road**  
**Kingston 5**

With a copy to:

**Mr. Dale Rankine**  
**National Coordinator**  
**UNDP CBA Project**  
**1-3 Lady Musgrave Road**  
**Kingston 5**

For the **Local CBO**:

**Mr. Evan atkinson**

**President**

**Bunkers Hill Community Development Committee**

**Bunkers Hill P.O,**

**Trelawny**

## **VI. General Provisions**

6.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the **Local CBO** and UNOPS, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

6.2 The **Local CBO** shall carry out all activities described under Annex A with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the **Local CBO** shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that UNOPS shall not interfere in the exercise of such control. However, both the quality of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by UNOPS. If at any time UNOPS is not satisfied with the quality of work or the progress being made toward achieving such goals, UNOPS may in its discretion (i) withhold payment of funds until in its opinion the situation has been corrected; (ii) require the return of all or any goods and/or equipment purchased by **LOCAL CBO** with the funds provided pursuant to this Agreement; (iii) declare this Agreement terminated by written notice to the **Local CBO** as described in paragraph 6.9 below; and/or (iv) seek any other remedy as may be necessary. UNOPS' determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **Local CBO** insofar as further payments by UNOPS are concerned.

6.3 UNOPS undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **Local CBO**.

6.4 The rights and obligations of the Local CBO are limited to the terms and conditions of this Agreement. Accordingly, the Local CBO and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

6.5 The **Local CBO** shall be solely liable for claims by third parties arising from the **Local CBO's** acts or omissions in the course of performing this Agreement and under no circumstances shall UNOPS be held liable for such claims by third parties.

6.6 Subject to clause 6.2, equipment purchased by the **Local CBO** with funds supplied by UNOPS shall be the property of the **Local CBO** and shall be used for the purpose indicated in Annex A throughout the period of this Agreement.

6.7 The **Local CBO** represents and warrants that it has taken all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged by the **Local CBO** to perform services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the **Local CBO** represents and warrants that it has taken all appropriate measures to prohibit its employees or other persons engaged by the **Local CBO** from exchanging any money, goods, services, employment, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitative or degrading to any person.

6.8 The **Local CBO** represents and warrants that none of the funds received under this Agreement directly or indirectly funds terrorist activities and that it is not involved in, either directly or indirectly, nor does it fund, either directly or indirectly, terrorist activities.

6.9 This Agreement may be terminated by either party by giving seven days (7) days written notice to the other party, and the **Local CBO** shall promptly return any unutilized funds to UNOPS in accordance with paragraph 5.4.

6.10 The **Local CBO** acknowledges that UNOPS and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. If any of the funds are returned to UNOPS or if this Agreement is rescinded, the **Local CBO** acknowledges that UNOPS will have no further obligation to **the Local CBO** as a result of such return or rescission.

6.11 No modification of or change in this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an Amendment Agreement duly signed by the parties hereto.

6.12 The **Local CBO** shall be obliged to credit UNDP/CBA with support in any promotional materials (brochures, leaflets, calendars, stickers, T-shirts, etc.) (the "Materials"). The design of the Material must be approved by the National Coordinator

before their production. Save for the intellectual property rights attaching to the logo of UNDP/CBA, which shall remain at all times with UNDP/CBA, copyright in the design of such Materials shall remain with the Local CBO unless such Materials are designed on behalf of UNDP/CBA. The Local CBO hereby grants to UNDP/CBA a non-exclusive royalty free license to UNDP/CBA for the right to reproduce in whole or in part the Materials for non-profit purposes related to UNDP/CBA activities. The Local CBO is obliged to provide to UNDP/CBA sufficient copies of the Materials produced by the Local CBO for direct UNDP/CBA dissemination.

6.13 Any controversy or claim arising out of, or in connection with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

6.14 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, UNDP or UNOPS.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNOPS and of the **Local CBO**, respectively, have on behalf of UNOPS and the **Local CBO** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNOPS:  
Hill CDC

Name: Minh Pham  
Title: Resident Representative-UNDP  
For the Executive Director of UNOPS  
Date:

On behalf of the **Local CBO**: Bunkers

Name: Evan atkinson  
Title: President  
Date:

## Annex A

### Approved Project Proposal (Concept) (including budget)

**Project Number: CBA/JAM/SPA/09/04**

**Project Title: Land & Preservation Measures to Combat Climate Change Pressures in Cockpit Country's Martha Brae Watershed**

## CBA Full Proposal Template and Guidelines

*See guidelines at end of document for instructions for completing this proposal*

### PROPOSAL SUMMARY

1. **Project Title:** Land & Preservation Measures to Combat Climate Change Pressures in Cockpit Country's Martha Brae Watershed
2. **Project Site:** Martha Brae Watershed – Western section
3. **Proponent:** Bunkers Hill CDC, Bunkers Hill P.O, Trelawny Evan Atkinson 374-3532,
4. **Project Objective:** *The objective of this project* is to stabilize and reinforce river bank slopes to protect against the loss of agricultural lands from the threat of climate change-driven increases in flood risk, due to stronger hurricanes and higher-intensity rainfall.
5. **Authorized Representative:** Evan Atkinson - President 374-3532 Steven McDonald
6. **Cooperating Organizations:** Southern Trelawny Environmental Agency – Tel. 610-0818, Social Development Commission – Tel.
7. **Start-Up Date:** April 2009
8. **Project Period:** 16 months
9. **Total Project Cost:** US\$90,000.00
10. **Amount Requested:** US\$45,000.00
11. **Brief Project Description** The Cockpit Country is Jamaica's last remaining wilderness area with 50,000 acres of forest reserve, and large tracks of crown lands and private land holdings. The area experiences on average 250-380cm of rainfall annually (Windsor Research Centre), which recharges and supplies the main river systems. The heavy rainfall season of April - May and September - October account for 47% of the total annual rainfall.

Climate change impacts in Jamaica and the Caribbean as a whole will lead to increasing climate variability, and stronger storms and cyclones against a backdrop of overall declines in rainfall (IPCC AR4). In the Cockpit country, this will lead to increased risk of flooding, which in turn will increase



erosion risks and threaten lives and croplands. Stronger floods will destroy crop production in close proximity to fresh water systems, increase erosion, and will lead to increased contamination due to the larger uptake of agricultural chemicals and pollutants by higher flow levels.

The Martha Brae watershed which falls within Cockpit Country encompasses several residential communities which are affected by flooding and are eager to abate the impact of increased seasonal stream-flows in light of the ongoing and developing climate change impacts. Although the communities have seen some effect and benefit from the environmental projects in soil conservation, these benefits and their livelihoods are still at risk from the effects of climate change.

## 1.0 RATIONALE

- 1.1 **Community/Ecosystem Context** The Bunkers Hill Community won the best community competition for 2008. The community has a population size of approximately 2000 residents. The community is predominantly a farming community with a mix of root crops production, vegetable crops as well as traditional export crops such as banana and sugar cane. Commercial farms in neighboring districts employ a large number of the adult working population of the community. The community is in close proximity to Falmouth and Montego Bay and is therefore a dormitory for workers in these commercial centers.

The Bunkers Hill community falls within the Cockpit Country eco-region which is an area of significant global importance because of its high level of endemism, its karst fresh water resources and a site globally recognized for its richness of species. The potential global environmental benefits will include the maintenance of integrity of the areas ecosystem, sustaining the area's contribution to climate change stability and providing an important buffer against stronger hurricanes and intense rainfall incidence.

The community utilizes the ecosystem of Cockpit Country and its services to maintain their livelihood. The Clear River and the Dromily River emerging from Cockpit Country provide domestic, irrigation water and recreational water services for the community of Bunkers Hill. The water course meanders through the community, making it necessary to create access way via bridges and fording to farm lands, recreation sites and to commute in and out of the community for business purposes.

- 1.2 **Climate Context** The Cockpit Country is Jamaica's last remaining wilderness area with 50,000 acres of forest reserve, and large tracks of crown lands and private land holdings. The area experiences on average 250-380cm of rainfall annually (Windsor Research Centre), which recharges and supplies the main river systems and average temperature between 25 and 30 degrees Celsius. Based on historical averages, the heavy rainfall season of April - May and September - October account for 47% of the total annual rainfall. During this period water levels flowing through the community river systems are in spate. In Bunkers Hill community the higher water levels result in flooding causing damage to crops like coconuts, yams, dasheen, corn and sweet potato. Frequent flooding has caused the erosion of the river embankment, damaging the existing abutment and threatens the stability of the bridge and fording. The rising water from the overflowing river during April – May and September – October restricts access by the communities 40 farmers who gain access to their far holdings by travelling across the bridge and fording to tend their crops and harvest their crops. The extended period taken for the river to recede adds to the extent of loss experienced by farmers. .

Climate change projections for the Caribbean and areas like the Cockpit Country include increased rainfall of higher intensity, which will likely contribute to more severe incidents of flooding in Bunkers Hill, which in turn will cause erosion, threaten lives and damage croplands. Existing patterns of vulnerability to flash flooding are already a significant threat to the community. Any exacerbation of these flash flooding risks would threaten the viability of agriculture in the region by eroding croplands, destroying crop production in close proximity to fresh water systems, severely erode the abutment to the bridge, and cause contamination due to the larger uptake of agricultural chemicals and pollutants by higher flow levels.

1.3 **Impacts Context** Water levels in the river course have increased due more intense rainfall in recent times. The farmers and community members who were previously risk free now face risks to flooding while others now facing flood risks will be challenged by more severe risks of flooding. Based on current experience flood water, blocks farm roads, causes damage to the infrastructure of bridges and access ways for the residents of the community and transports debris and water contaminated with chemicals from upstream. These have deleterious residual effects on crops. These impacts will be exacerbated by increased flooding resulting from the increased water levels. Residents commuting in and out of the community will face increasing risks of being marooned by these events and experience difficulty carrying out their regular business activities.

1.4 **Project Approach** At current rainfall levels of 250-380cm, with about 47% of this in the main wet season, there are flooding incidents affecting the community of Bunkers Hill with the river overflowing its banks at critical locations. With the projected increase in rainfall intensity and stronger storms the water levels in the river system is expected to experience more severe flooding and damage to infrastructure, agricultural lands and disruption of livelihoods. The project is designed to reinforce points along the river course prone to erosion and protect a main bridge and access-way and abate the impact of climate change on baseline levels. These project activities will make the area more resilient to projected climate change impacts and decrease the vulnerability of the ecosystem and the community's livelihoods to climate variability.

The project will benefit the community by reducing the losses to crops and income from increasingly severe flooding. The project will also provide a better understanding for community members of climate change in general, the associated risks, and impacts, and enhance the community's ability to autonomously adapt to climate change. Residents should also be better equipped to replicate the activities where necessary and influence the local policy framework in light of ongoing climate change impacts.

As the STEA collaborates with the CDC in initiating the activities of the project, the CDC will build capacity and understanding of climate change impact, and how to adapt for any future occurrences. itself to understand and address climate change impacts, while building its organizational capacity to effectively facilitate ongoing adaptation after the completion of the project. The level of awareness among the over 2000 residents of Bunkers Hill on climate change impacts and abatement measures is currently very low. Through this project, the BHCDC executive will be provided with technical assistance to upgrade their capacity and to actively enlighten their community. The project will undertake ongoing public awareness with community residents on how best to sustain the outcomes of the project and reduce the vulnerability of the community from the impacts of climate change.

## 2.0 COMMUNITY OWNERSHIP

2.1 **Project Formulation** The formulation of the project came about following consultation with stakeholders in the Bunkers Hill community. Stakeholders included farmers, persons using the area for recreation and entertainment, property owners as well as regular commuters. The BHCDC executive identified several sites in the community that needed attention. However, a community meeting was held bringing all the stakeholders together and a general consensus on the most pressing problems determined along with the possible solutions.

- 2.2 **Project Implementation** The Bunkers Hill CDC will be the executors of the project. The project implementation activities will utilize the expertise, knowledge and skills based in the community except where it professional consultation must be sought otherwise.
- 2.3 **Phase-Out Mechanism, Sustainability** Community members have given their commitment to ensuring that project benefits extend beyond the project period.

### 3.0 PROPONENT DESCRIPTION

- 3.1 **Organization’s background and capacity** The Bunkers Hill CDC is a legally incorporated umbrella organization with 7 community groups registered as active members. The organization was revived in 2005 and has since partnered with the Southern Trelawny Environmental Agency in the implementation of the *Conserving Cockpit Country Biodiversity through Sustainable Economic Development Practices* project. This project ran for 2 years, ended July 2007 and involved the introduction of ecotourism as an alternative to destructive livelihood practices among residents. The organization was a runner up in the 2007 National Best Community Competition which attests to the organization’s community leadership and environmental stewardship.

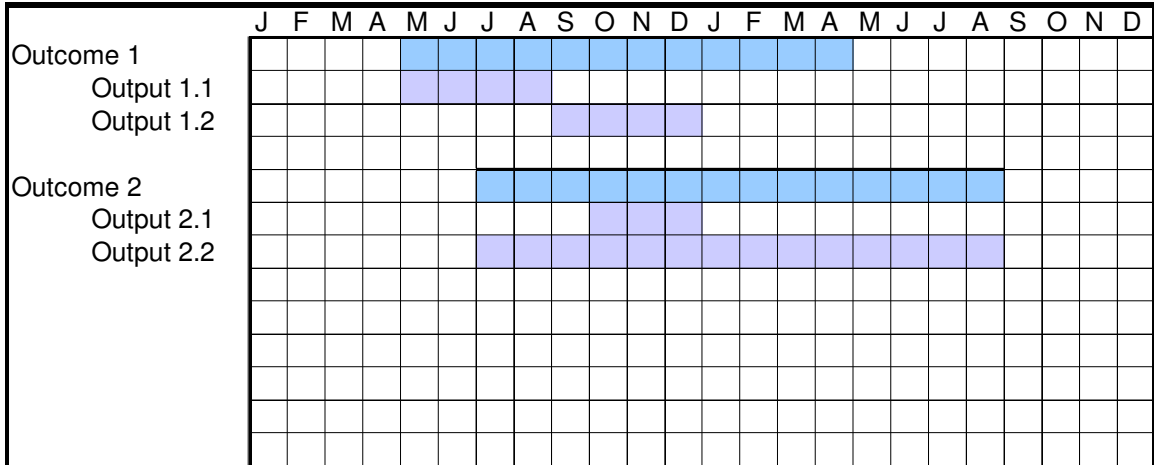
### 4.0 PROJECT DESCRIPTION

- 4.1 **Objective, Outcomes, Planned Outputs:**  
 - Use the table format below, or an outline format.

Project Objective: <i>The objective of this project</i> is to stabilize and reinforce river bank slopes to protect against the loss of agricultural lands from the threat of climate change-driven increases in flood risk, due to stronger hurricanes and higher-intensity rainfall.		
Outcome 1.0: Community members, crops, and soil resources increasingly resilient against flooding and erosion, which based on current evidence and assessment is expected to increase in the context of climate change.		
	Output 1.1: Reinforce points prone to erosion with “natural” stone barriers and topsoil coverage planted with indigenous plant species to protect against soil and bank erosion. Process is known as Bioengineered bank treatments	
	Output 1.2: Establish a culvert to divert flood waters away from bridge and access-way in seasonal flow streams to prevent erosion and slow the rate at which water rises in the critical flow areas.	
Outcome 2.0: Sensitization of residents on the effects and methods of flooding/erosion abatement to respond to climate change impacts		
	Output 2.1: Produce brochures, training videos on climate change to sensitize critical community members on climate change risks, and the value of the project and the need to sustain its benefits. Where possible physical structures erected under project will be used to assist with building adaptive capacity both organizationally and individually.	
	Output 2.2: Provide the technical assistance and training to CDC executive, and the general community to be effective in managing project activities that are aimed at abating climate change impact	

- 4.2 **Timetable**

- Use the spreadsheet embedded below, or alternatively draft a similar table. (Be sure to delete the example timeframe). The project activities need to begin first since there is a considerable level of awareness with the holding of the VRA meetings. The soft activities will have much greater impact after the process is started.



Sections 4.3 – 4.5 Approx 1.5 Pages

4.3 **Risks and Barriers** Barrier – Weather pattern could affect the specified implementation timeline of project. Implementation timeline would have to be rescheduled to period of stable weather

4.4 **Monitoring and Evaluation Plan**

4.4.1 **Initial VRA Analysis**

The initial VRA highlighted the potential for flooding, loss of crops, destruction of bridge and access-way for business and commuting citizens. The meeting was held with key stakeholders from affected areas in the community on Tuesday December 30, 2009. A total of 25 persons attended and the questions were asked and the responses counted and recorded by the STEA facilitation team. The questions were asked by the facilitator and the responses were counted from the show of hands and recorded by the facilitator’s assistant. The scores were tabulated and averaged and the results passed on to the CDC executive.

<b>Vulnerability Reduction Assessment Reporting Form</b>	
Ability of individual farmers to deal with flooding from present rainfall patterns (250-380cm)	1
Ability of community to deal with increased flooding impacts from increased rainfall and stronger storms	1
Confidence of community support to sustain project after project period has ended	8
Ability of community to cope with climate change impacts of increased intensity of rainfall and flooding after project intervention	6
<b>VRA Score</b>	<b>(= 4)</b>

#### 4.5 **Project Management**

##### 4.5.1 Management Structures

The project will be managed by the Bunkers Hill CDC which is comprised of seven community organisation and its executive which is drawn from the representative organisations. The executive is made up of a President, Treasurer, Secretary and Public Relations Officer and Advisor. The president of the CDC will be responsible executing project activities working in collaboration with the advisor.

President - Evan Atkinson – Teacher at St. James High School.

Advisor/ Associate - Steven McDonald – Social worker.

Résumés for both are attached as an addendum.

##### 4.5.2 Relationship and Responsibilities of Proponent and Project Partners

The main partner to the Bunkers Hill CDC will be the Southern Trelawny Environmental Agency. The STEA will assist the BHCDC with the mobilization for implementation, oversight in areas of technical construction, monitoring of progress on project activity and guiding the reporting process. The technical construction will be done by Aljodix Ltd. construction design and builders. The group has 35 years of construction expertise and was utilized by the STEA to do the preliminary assessment of the project site.

- STEA will assist with negotiating and coordinating with the consultant from Aljodix Ltd.
- STEA will monitor and appraise the project's implementation phases
- STEA will assist the BHCDC in preparing timely progress reports to funders

**5.0 PROJECT COSTS AND OTHER SOURCES OF FUNDING**

**5.1 Total Project Cost and Amount Requested:**

		Budget Item (Description)	Amount from CBA	Amount from Proponent		Amount from other partner		Total (J\$)
			In Cash	In Cash	In kind	In Cash	In Kind	
								(should equal sum of lines to the right)
Outcome 1	Output 1	Supply material for Gabion Basket, construction and bridge repair	570000					570000
		Consultancy	383,322.00					383322
		Labour and equipment for instillation		100000	280000			380000
	Output 1.2	Supply material for culvert head wall and related works	1390063			1,261,667.00		2651730
		Equipment and labour in the instillation of culvert & head wall	269615	500000	381667			1151282

		Contractors supervision lighting temporary site shed and latrine	412000					412000
Outcome 2	Output 2.1	Produce brochures, training videos and project implementation				600,000.00		600,000.00
		Signage				400,000.00		400000
		Technical Assistance				500,000.00		500000
	Output 2.2	Provide capacity building and training for CDC executive and membership		200,000.00		1,063,333.00		1,263,333.00
		Project Management & Administrative Costs (STEA)	500000					500000
		Transportation	120000					120000
		Stationery & Supplies	30000					30000
		Monitoring & Evaluation	150000					150000
	<b>Total</b>		3,825,000.00	800,000.00	661,667.00	3,825,000.00	-	9,111,667.00

**Project Management & Administrative Costs (STEA):**

- (i) Record keeping and reporting: Maintain accounting records over life of project \$100,000.00
- (ii) Project Institutional Liaison & Networking: 20dys over the project life @ \$10,000.00/dy = \$200,000.00
- (iii) Quarterly Community Project Meetings: 8 quarterly project meetings @ \$10,000.00/ mtg = \$80,000.00
- (iv) Community Liaison & Project Oversight: Total \$ (12 days over the project life @ \$10,000.00/dy= \$120,000.00

**Transportation (Fuel and Maintenance) maintenance @ \$30,000.00 X 3 plus fuel @ \$30,000.00= \$120,000.00**

**Stationery & Supplies \$30,000.00 \$30,000.00**

**Monitoring & Evaluation 3 monitoring exercises @ \$90,000 Plus Evaluation \$60,000.00= \$150,000.00**

- (i) Design of brochures (graphic work, field research, writing and editing @ \$200,000.00
- (ii) Printing of brochures printing and circulation \$300,000.00
- (iii) Videography filming editing and preparation of scripts \$100,000.00

(i) Training: 3 community trainings @ \$60000 each = \$180,000.00

(ii) Technical assistance Computer \$120,000.00

Multimedia projector \$120,000.00

Camcorder \$80,000.00



## **Addendum**

Activities under the project are scheduled over a 16 month period. The construction activities are projected for 2 months of continuous work but this is dependent on dry weather. If there is rain or flooding in the period the activities will be curtailed until good weather returns and the river levels subside. The community mobilization, training and sensitization activities are projected for a year overlapping with the construction activities.

The Project Manager is Evon Atkinson who is a community member and the President of the Bunkers Hill CDC. Mr. Atkinson is a teacher by profession and has the management acumen to coordinate the activities of the project. He is deeply involved with the community of Bunkers Hill and his familiarity with the precinct gives him the kind of latitude to mobilize and secure the support of residents. He was an integral part of the project formulation and development and will be able to execute the activities because of his familiarity. Collaborative support in the management of the project will come from the STEA with 13 years of practical project management and staff members with post graduate training in Project Management.

Responsibilities of the project Manager:

1. Mobilize the community to the activities of the project
2. Organizing labour for the activities under the project
3. Overseeing the project activities
4. Seeing to the timely production of reports and record keeping
5. Calling the project meetings for the various stakeholders
6. Ensuring that payments are made in a timely manner
7. Networking with the key players in the project.

## Location of Bunkers Hill-Google Earth Image



## 6.0 EXHIBITS/ATTACHMENTS

### 6.1 **Mandatory**

- a.) Location map (Project Site). This may be a very rough sketch over a country map (may be the same map used in the project concept).-Map needed
- b.) Latest audited financial statements if any **OR** explanation of why no audited statement is available.
- c.) Brief curriculum vitae or résumé of project manager/coordinator and person in charge of accounting for the funds. Letter from a partnering organization if one will assist in accounting for funds.
- d.) Document/letter showing proof of approved co-financing
- e.) Photographs of community project development meeting and of the project area

### 6.2 **Optional**

- a) Topical outline of training modules or other capacity building activities
- b) Organizational Chart of NGO/CBO
- c) Other information you think would improve your proposal

**Annex B****Project Budget of Local CBO (including the payment calendar/schedule/time-table)**

Project Number: CBA/JAM/SPA/09/04

Project Title: Land &amp; Preservation Measures to Combat Climate Change Pressures in Cockpit Country's Martha Brae Watershed

Date: July 2009

Project Title: Land &amp; Preservation Measures to Combat Climate Change Pressures in Cockpit Country's Martha Brae Watershed

Name of the Local CBO: Bunkers Hill Community Development Committee

Total Amount of Funds under the Agreement: **SD 45000**

Date of signature of the Agreement: \_\_\_\_\_

**PROJECT BUDGET (in USD)**

PERIOD COVERING FROM October 2008 TO November 2009

General category of expenditures	2009	2010	Total	Remarks
Output 1:				
Output 2:				
Project Management				
Administrative Costs				
<b>Total</b>	<b>801,000.00</b>	<b>3,204,000.00</b>	<b>4,005,000.00</b>	

Payments Schedule:

	Amount	Date foreseen
- Upon signature of the Agreement:	USD 9000	July 31, 2009
- Percentage:	20%	
- Balance		
	Amount	Date foreseen
- Upon receipt of first interim/progress report:	USD 11250	January 2010
- Percentage:	25%	
- Balance	US	
- Upon receipt of second interim/progress	USD 13500	May 2010

reports:  
- Percentage: 30%  
- Balance US

- Upon receipt of third interim/progress USD 11250 October 2010  
reports:  
- Percentage: 25%  
- Balance 0

Prepared by:

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Evan atkinson  
Prsident  
Bunkers Hill Community Development Committee  
Name and signature of the Representative of the Local CBO

## Annex C: Model of Progress Report

**UNDP-GEFCOMMUNITY-BASED ADAPTATION**  
**PROJECT PROGRESS REPORT**  
**AND**  
**GRANT DISBURSEMENT REQUEST**  
**(by NGO/CBO Grant Recipient)**

Period Covered by this Report: \_\_\_\_\_  
 (Month/Year to Month/Year)

<b>Project Title</b>	
<b>Name of Person prepared and submit this report</b>	
<b>Title of Person</b>	
<b>NGO/CBO Name (Grant Recipient)</b>	
<b>Address</b>	
<b>Location of Project (Country, State, Village)</b>	
<b>Original Project Start Date</b>	
<b>Original Project End Date</b>	
<b>Changes (if any) in Project Start and End dates</b>	

	<b>US Dollar Amount</b>
<b>1. CBA Total Grant Amount approved for this Project</b>	
<b>2. Total CBA Funds received to date under this Project</b>	
<b>3. Total CBA Funds spent to date</b> (take the Total from Column 4 of <i>Table 2. Cumulative Expenditure Report</i> . See Page 3)	
<b>4. Balance (total CBA funds received minus total MSGP funds spent (2 minus 3))</b>	
<b>5. Request for next Disbursement</b> (Disbursement is made only upon approval of report)	

\_\_\_\_\_  
**Authorized NGO/CBO Officer Signature**

\_\_\_\_\_  
**Date**

Project Progress Reports should contains 2 parts:

- 1. Narrative Component** – Grant Recipient reports on progress in implementing activities, problems/difficulties in implementing and any additional needs to improve the project by changing duration or activities of the Project.

**2. Financial Component** – Report specifically on how much money has been spent. The report is in the form of 2 tables: **Table 1. Detailed Expenditure** and **Table 2. Cumulative Expenditure**. It also includes your request to make any changes to the budget

**PART I. Narrative Report**  
(Please add as much space as needed)

**A. Project Activities Implementation:**

List the outcomes and outputs as shown in your approved project proposal. Describe the activities implemented for each output. For activities not addressed, just write “no activity” in third column.

**PLEASE DELETE THE EXAMPLE TEXT IN THE SUBMITTED REPORT**

Outcome	Output	Activity	Date (or date-range)	Describe what was done for this activity during this period
1	2.1	Purchase of tree seedlings	Jan 15-16, 2008	The seedlings for the initial phase of reforestation were purchased (approximately 25% of total).
2	2.1	Planting 25% of total tree seedlings	Jan 20 - Mar 20, 2008	Seedlings planted in initial zones close to villages. Initial species included Pine and Cypress. Later stages of the project will focus on Pinabete.
2	2.2	Training workshops held	Dec 22, 2008	Workshop was held at local school, and involved 34 women and 32 men, as well as representatives of IUCN and the local municipality. Techniques for identifying landslide-prone areas were discussed.
	etc			

Please paste the agreed workplan from your approved project proposal.

*Example:*

	J	F	M	A	M	J	J	A	S	O	N	D	J	F
Outcome 1	█	█	█	█	█	█								
Output 1.1	█	█												
Output 1.2				█	█	█								
Outcome 2			█	█	█	█	█	█						
Output 2.1				█	█	█	█							
Outcome 3							█	█	█	█	█	█	█	█
Output 3.1								█	█	█	█			
Output 3.2												█	█	█
etc														

**B. Progress towards project outcomes:** *briefly describe how the activities accomplished above have contributed to achieving the outcomes agreed in the project proposal.*

*Example:*

Outcome 1: Community-level adaptive capacity increased

Training sessions and farmer-to-farmer skillshare sessions have led to new practices being spontaneously undertaken on farms. Many farmers outside of the intervention area are adopting the practices piloted in the pilot sites. Etc...

Outcome 2: Additional climate-driven drivers of land degradation reduced

Pilot activities have been underway for 4 months, and the main erosive season is yet to come, so initial progress is difficult to gauge. However, the total amount of bare soil is significantly lower in the local community lands nearby the pilot area, as compared to adjacent communities and as compared to previous years. This should help protect local slopes against strong rains. Etc...

**C. Problems or difficulties in project implementation:** *include both operational and substantive issues*

- List and describe the delays, problems or difficulties you faced in implementing your project.
- Please describe what you did or will do to address each of these problems/difficulties.

**D. Monitoring and Evaluation:**

Please give details of mandatory measurements of IAS and VRA indicators. Please give updated values for all numerical fields, and describe in one paragraph the results of the VRA meeting (if applicable).

***Please only use the table that corresponds to the present progress report, and delete the others. This note can be deleted in the final report.***

**1<sup>st</sup> Progress Report:**

List all values for IAS indicators

*Example:*

<i>Indicator</i>	<i>Baseline Value</i>	<i>Value as of Last Progress Report</i>	<i>Current Value</i>
Hectares of degraded land restored	0	N/A	10
Hectares of land sustainably managed by project	0	N/A	18
<i>etc</i>			

**2<sup>nd</sup> Progress Report:**

List all values for IAS indicators AND values from the second VRA (also be sure that H-form data has been submitted to the NC)

*Example:*

<i>Indicator</i>	<i>Baseline Value</i>	<i>Value as of Last Progress Report</i>	<i>Current Value</i>
Hectares of degraded land restored	0	10	25
Hectares of land sustainably managed by project	0	18	100
<i>etc</i>			



*Example:*

VRA Indicator	Baseline Value	Current Value
VRA1	2	4
VRA2	4	6
VRA3	1	3
VRA4	2	5
VRA5	5	6
VRA6	6	6
VRA7	4	5

VRA Table

**3<sup>rd</sup> (and subsequent) Progress Report(s):**

List all values for IAS indicators

*Example:*

<i>Indicator</i>	<i>Baseline Value</i>	<i>Value as of Last Progress Report</i>	<i>Current Value</i>
Hectares of degraded land restored	0	25	35
Hectares of land sustainably managed by project	0	100	143
<i>etc</i>			

**E. Additional Remarks:**

State anything else not covered above (positive or negative) that relates to or may have an impact on the implementation of your project.

**F. Attachments**

Please provide copies of any meeting/activity report or other material such as photos, news coverage, reports/studies completed, brochures or posters developed, or other documented outputs of the project.

**PART II. Financial Report**  
(Please add as much space as you need)

**A. EXPENDITURE REPORT FOR PERIOD:** \_\_\_\_\_ to \_\_\_\_\_

Describe all of your expenditures for this reporting period<sup>1</sup>.

Output	Total Budget (from project proposal)	Amount spent this period	Description of expenses (what was purchased, what was the price, and for what activities)
1.1	15,000	3,000	• Tree seedlings (6000 @ US.50 each) for reforestation
1.2	5,000	1,000	• Technical support services for expert consultant (10 days @ \$100/day) for GIS maps of hazard zones and plan for reforestation
1.3	3,000	500	• Construction materials for tree nursery
2.1	2,000	400	• Rental of hall from capacity-building workshop, 2 days (\$100) • Costs of facilitator for climate change workshops (\$300)
2.2	1,000	200	Etc
2.3	1,000	200	Etc
3.1	1,000	0	Etc
3.2	500	0	
<b>Totals</b>	<b>28,500</b>	<b>5,300</b>	

**B: CUMULATIVE EXPENDITURE REPORT**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Output	Approved Budget (from the project proposal)	Total Expenditure (this period, from table above)	Cumulative Expenditures to date (before this report, from the previous report)	Balance remaining for category (column 2 minus column 3 and 4)
Output 1.1	15,000	3,000	4,000	8,000
Output 1.2	5,000	1,000	2,000	2,000
Total	(add all above)	(add all above)	(add all above)	(add all above)

**Request for Budget Revision:**

If projected costs for project outputs have changed, please indicate here if you need authorization for increasing any budget line (and which line (s) should be decreased as a result). **Please note that the approved project budget cannot be increased beyond the amount agreed in the MoA.** Therefore, any cost overrun in one budget line must be matched by cost savings in other budget lines. Put differently, the values of columns B and C should be equal.

*Table 3. Budget Revision*

Column A	Column B	Column C	Column D
Output	Approved	Amount	State your Justification for the Change

<sup>1</sup> It is not necessary to include outputs supported by co-financing if their funds are not being managed by the project. Only report on funds managed by the project.

	<b>Budget</b>	<b>Requested</b>	
Total			

**Note: The total values for columns B and C must be equal.**

## Annex D: Extract of Minutes of a Meeting of the National Coordinating Committee

**GEF Small Grants Programme & UNDP CBA Project  
National Steering and Coordinating Committees  
Project Concept and Proposal Review Meeting  
Minutes of Meeting held on June 10, 2009**

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**Present were:**

- Dr. Anthony Chen, Chairperson - NSC
- Dr. Margaret Williams, UNDP Jamaica
- Ms Leonie Barnaby, GEF Focal Point
- Ms. Karen McDonald-Gayle, EFJ
- Ms. Amsale Maryam, ADA
- Ms. Delores Wade, PIOJ
- Rev. Gary Harriott, JCC
- Ms. Jeanne Robinson, ICWI Group Foundation
- Ms. Zuleika Budhan, Ministry of Agriculture
- Mr. Franklin McDonald-UNEP Jamaica
  
- Mr. Dale Rankine, SGP Jamaica
- Ms. Hyacinth Douglas, SGP Jamaica
- Mrs. Michelle Curling-Ludford, National UN Volunteer

**Call to Order**

Meeting was called to order by the chair at 9:25 a.m.

#	CBO/CBO	PROJECT TITLE	CBO/CBO COMMENTS	STATUS/NCC DECISIONS & STIPULATIONS
4	Bunkers Hill Community Development Council	Land Preservation Measures to combat Climate Change Pressures in Cockpit Country's Martha Brae Watershed	First disbursement should be lower than 20% to allow for consultation and approval from relevant state agency	<p><b>Funding approved for project CBA/JAM/SPA/09/04 USD45,000.00</b></p> <p>The budget should be revised to show consultancy output breakdown and full details of training and capacity building components of the budget need to be done.</p> <p>Contract for technical work should be awarded based on competitive bidding</p> <p>details of training and capacity building needed</p>