

BASIC MODEL MEMORANDUM OF AGREEMENT
BETWEEN UNOPS AND LOCAL COMMUNITY-BASED NGOs and
COMMUNITY BASED ORGANISATIONS UNDER THE
UNDP COMMUNITY-BASED ADAPTATION PROGRAMME
(“CONTRACT” FOR PROVISION OF “GRANT” FUNDS)

Note: This page is for Internal UNOPS Reference only.

MEMORANDUM OF AGREEMENT (MOA)
CBA Grant Project – CBA/JAM/SPA/09/07: Glengoffe Community Development Committee

Memorandum of Agreement (hereinafter referred to as the “Agreement”) made between the United Nations Office for Project Services (“**UNOPS**”) and Glengoffe 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 to implement a sustainable land management programme, that employs better agricultural practices, applying drought mitigation techniques so that small farmers can better enhance their skills to protect their land and improve livelihood, while increasing awareness to of the effects of climate variability and change.

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 November 16, 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 Hyacinth Douglas Officer in Charge/Programme Assistant (the “**Officer in Charge**”) 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 US\$4,000 (Four Thousand 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 31, 2011**.

IV. Payments

4.1 UNOPS shall provide funds to the **Local CBO** in an amount of \$40,000 (Forty Thousand US Dollar) according to the schedule set out below, subject to the **Local CBO**'s submission of timely and accurate expense reports:

USD 12,000 (Twelve Thousand US Dollars), upon signature of this Agreement by both parties.

USD 12,000 (Twelve Thousand US Dollars) upon certification by the **Officer in Charge** of receipt and acceptance of the first progress report and interim report on use of funds by **June 30, 2010**.

USD 12,000 (Twelve thousand US Dollars) upon certification by the Officer in Charge of receipt and acceptance of the second progress report and interim report on use of funds by **December 31, 2010**.

USD 4, 000 (Four Thousand US Dollars) upon certification by the Officer in Charge of receipt and acceptance of the third progress report and interim report on use of funds by **June 30, 2011**.

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 paid in accordance with the payment schedule set out in article 4.1 by cheque to the representative of **Local CBO** authorized in writing by **Local CBO** to accept such payment on its behalf.

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 for such grant, and any documentation relating to the process leading up to an amended and final proposal;
- (b) the final proposal;
- (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
- (g) final report to be submitted in accordance with clause 5.3.

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 Within sixty days after completion of the Project, the **Local CBO** shall provide UNOPS with a final report on the project in the form set out in Annex E, indicating the progress made toward the goals of the activities undertaken, together with a final report in the form set out in Annex F with respect to all expenditures made from such funds (including salaries, travel and supplies).

5.4 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.

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

For UNOPS:

**Hyacinth Douglas
Officer in Charge
UNDP CBA Project
1-3 Lady Musgrave Road
Kingston 5**

For the **Local CBO**:
**Mr. Roosevelt Lawrence
President
Glengoffe Community Development Committee
Glengoffe P.A**

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

FOR UNOPS:

With a copy to:
**Hyacinth Douglas
Officer in Charge
UNDP CBA Project
1-3 Lady Musgrave Road
Kingston 5**

For the **Local CBO**:
**Mr. Roosevelt Lawrence
President
Glengoffe Community Development Committee
Glengoffe P.A**

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 thirty (30) 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:

On behalf of the **Local CBO:**
Glengoffe Community Development
Committee

Name: Mr. Roosevelt Lawrence

Title: President

Date:

-

Approved Project Proposal (including budget)

Project Number: CBA/JAM/SPA/09/07
Project Title: Glengoffe Climate Change Adaptation Programme

CBA Full Proposal Template and Guidelines
See guidelines at end of document for instructions for completing this proposal

PROPOSAL SUMMARY

1. **Project Title:** Glengoffe Climate Change Adaptation Project
 2. **Project Site:** Glengoffe Community, St Catherine
 3. **Proponent:** Glengoffe CDC
 4. **Project Objective:** To implement a comprehensive sustainable land management programme that will introduce and reinforce skills small farmers need to protect their land and improve their livelihood, while increasing awareness of the effects of climate variability and change at the local level.
 5. **Authorized Representative:** Roosevelt Lawrence (President) – (876) - 708-1171/366- 4009
Michael Jackson (Project Manager) (876) -350- 2220
-
1. **Cooperating Organizations:** In a bid to enhance the success and sustainability of the project a multi-faceted approach will be utilized in the implementation of this project. In this regard numerous agencies have been engaged and subsequent partnerships established. These agencies are; **Rural Agricultural Development Authority (RADA)-Hope Gardens, Kingston, Forestry Department-178 Constant Spring Road Kingston 8, Bio Tech Centre-UWI, MONA, Social Development Commission 1 Port Henderson Rd, Spanish Town P.O, The Environmental Foundation of Jamaica (EFJ)-18 Norwood Avenue Kingston 5.**
-
1. **Start-Up Date:** *November 2009*
 2. **Project Period:** *24months*
 3. **Total Project Cost:** *US\$80,132.19*
 4. **Amount Requested:** *US\$40,000.00*

5. Brief Project Description

The project is geared towards reducing the risks of land slides and flooding from heavy precipitation as well as lessening the effects of extreme drought conditions on crop production. The project will be based on four (4) primary output activities.

Contour farming, Re-forestation, Fruit trees production and Drought Mitigation and Extensive training.

- The forest component of the project will provide a variety of Fruits, Spices and Lumber Trees.
- The Drought Mitigation component will consist of best practices in Dry farming techniques and using Drip Irrigation systems.
- This project also utilizes a number of soil conservation techniques geared towards developing a functional model to lessen the effect of land degradation.
- Participants will be given extensive training through workshops, field demonstrations, seminars and personnel consultations in all project activities.

Forty (40) participants (Farmers) to carry out climate change mitigation practices on Fifty (50) acres of land.

1.0 RATIONALE

1.1 Community/Ecosystem Context

The community of Glengoffe is situated in the North Eastern Section of the parish of St. Catherine. It is a rural community comprising fourteen (14) districts making it the largest community in the parish. It is bordered to the North by the parish of St. Mary, East by the parish of St Andrew, South by the community of Harkers Hall and West by the community of Mount Industry.

The Glengoffe Community is the first ever winner of the National B.E.S.T Community Competition, having won the competition in 2007. The community population size is approximated at 5000 residents. Approximately 60% of the adult population earns their livelihood from farming. Others travel to Kingston, Spanish Town and Linstead to seek employment as there is a limited amount of employment opportunities in the community.

The community falls within the Rio Pedro Valley Watershed. The potential global environmental benefits include the maintenance of integrity of the areas ecosystem, sustaining the areas contribution to climate change stability and providing an important buffer against incidence of intense rainfall and stronger hurricane

1.2 Climate Context

Traditionally Jamaica's bimodal rainfall pattern consist of two peak periods with higher values of rainfall and corresponding periods of low rainfall amounts. St. Catherine is no different with long term (1951-1980) mean rainfalls peaking in May (171mm) and October (238mm). February is the driest month with only 50mm of rain falling. Recent drought data shows that from December 2008 to January 2009 Glengoffe experienced severe drought conditions.

During this period of drought, The Glengoffe Community experiences an increase in the number of hot days and a decrease in the number of cool nights. This results in heat stress on crops, an increased need for irrigation and increased outbreaks of diseases and pests.

The Country Programme Strategy for the Community Based Adaptation (CBA) project in its vulnerability assessment for Jamaica alluded to predictions for mean annual reduction in rainfall as indicated by Intergovernmental Panel on Climate Change. Further the CCPS mentioned that there could be reduction in the June to August rainfall period. These Climate change predictions for Jamaica and areas like Glengoffe are likely to produce more severe incidents of drought. Reduced rainfall predictions for the June to August period may affect crops growing in this period.

Inter- annual and intra seasonal rainfall variability is projected to increase, possibly increasing the frequency and magnitude of droughts and floods. In general, atmospheric warming will lead precipitation events to be of higher intensity but less frequency. This is likely to be less agriculturally useful and more erosive. The IPCC also predicts an increase in the intensity of hurricanes and tropical storms, which manifest in bigger more destructive landslides and catastrophic erosion. This pose the most immediate risk to Glengoffe coupled with the lower standard of living accompanying the failing agricultural industry.

The resilience of the farmer and residents in the Glengoffe Community to understand and threats posed by the climate change is paramount to our very existence.

1.3 Impacts Context

The poor farming practices of small hillside farmers have negative impacts on the environment, because of the fragility of the soil and the technology used. This coupled with the increased water levels in the river course triggered by higher intensity rainfall continues to affect the livelihood of farmers in the community.

Damages to other physical structures such as roads bridges, power lines and houses are common features during the rainy season. During rainy season, siltation of rivers, streams and other water bodies occurs, destruction of domestic livestock wildlife habitat and even loss of human lives are common features.

The project is designed to address the challenges being experienced directly by 40 farmers and in 50 acres of land. In this regard the direct impact is anticipated to be felt directly by these 40 farmers and their families. Indirectly however, the aim is that the wider community will benefit indirectly from the resulting improvements that will resonate from the practices that will be employed as well as through their access to training in land husbandry techniques. These benefits will include but are not limited to; an increase in annual rainfall, less soil erosion, greater yield of agricultural production and an increase in socio-economic activities and status. The project impact will therefore also extend to the wider Jamaica and the world in general.

1.4 Project Approach

Climate change predictions are expected to increase the current damages to the ecosystem and crops in Glengoffe. Projected increase in rainfall levels and drought are expected to bring about further onslaughts to the physical structures such as roads, bridges, power lines houses, farm structures and crops.

This project is designed to combat these anticipated challenges that will arise due to climate variability. This will be done by increasing the resilience of the ecosystem to survive the impacts of climate change. This will be achieved by use of activities that will increase the awareness of the residents of Glengoffe of climate change impacts and subsequent means,

through which these can be halted, utilizing workshops and training sessions. Other activities include; reforestation of deforested slopes and in public spaces, erection of drip irrigation system to mitigate effects of drought, contoured farming and terracing.

The project will therefore benefit the community in numerous ways. There is expected to be a significant reduction in losses of crops and the fall out of income due to climate change related impacts. It will empower farmers and wider community through their heightened awareness and capacity to manage the natural resources of the community in light of the climate variability. The project is also expected to be sustained through the development of cottage industries that will utilize the increase in agricultural produce and eventually the establishment of agro industries in the community.

2.0 COMMUNITY OWNERSHIP

2.1 Project Formulation

The Glengoffe Community Development Committee is an umbrella organization whose mission is to facilitate a sustainable development in the community. In keeping with this mission the organization has generated a comprehensive development plan. This plan is used to guide development activities in the community. In the series of consultation with residents, NGOs Agencies and other key stakeholders in and around the community, as well as during monthly meeting it was ascertained that among the list of problems that warrants immediate attention is the severe land degradation that the community continues to experience annually. While this problem has always existed the general consensus among residents is that the problem has exacerbated since the past five years.

2.2 Project Implementation

The project will be executed by the Glengoffe CDC. In appreciation of the technical expertise required, that the CDC does not possess at this time, a project manager will be contracted. The project manager will be hired to manage the project and to provide detail and timely report to the committee and United Nations Office for Project Service (UNOPS). The committee will meet on a by-monthly basis to tract and review all the project activities, gather feedback, ensure project objectives are met and make recommendation where necessary.

Activities to be undertaken include; training of the local community on drought mitigation and land husbandry techniques through workshops, lectures and field demonstration during the project period.

Lumber and fruit trees will be planted to provide economic benefits. Fruit from trees will be used in cottage industries to provide value added products. Fifty (40) farmers will be given seedling and assistant to establish fifty (50) acres of land. In an effort to improve and maintain soil fertility and production, and to mitigate land degradation, the necessary land husbandry practices will be implemented; for example; vegetative barriers, minimum tillage, cover cropping, log barriers, gully control, mulching, terracing, composing, drip irrigation, water ways and storm drains.

The benefits from all these control measures will not only have a positive impact on the environment, but also socially and economically.

2.3 Phase-Out Mechanism, Sustainability

At the end of the project cycle the community of Glengoffe would have seen significant improvement in their social, economical and environmental standards. Community members will develop a better appreciation for the environment and execute more environmentally friendly practices thus creating a sustainable environment.

Local farmers would have seen significant improvement in their standard of living, since production and earning from produce would have increased. More cottage industries established utilizing more of the local produce, thus generating more wealth.

Residents will be urged to utilize skills learnt during project period well beyond the life of the project. The benefit derived from the project will also serve as motivation for farmers to swap newly learnt practices for older non productive ones.

3.0 PROPONENT DESCRIPTION

3.1 Organization's background and capacity

The Glengoffe Community Development Committee Benevolent Society hereafter referred to as the G.C.D.C.B.S. is a community based organization in existence for some twenty one years. It was established in 1998. Since its existence this organization has embarked on numerous community driven initiatives. These initiatives include; Beautification of the Glengoffe Post Office- Labour day 2003, Beautification of the Glengoffe Police station- Labour day 2008, Glengoffe Community Arts and Craft Project in partnership with the PSDP programme since 2007, Reforestation Project at the Glengoffe High School 2008 which saw the planting of 100 coconut trees at the Glengoffe High school, joint project between the department of Education U.W.I, Cassava River Primary School.

In 2008 was registered with the Department of Cooperative as a Benevolent Society. This registration rendered the G.C.D.C.B.S. a legally registered organization. The Glengoffe C.D.C.B.S. is an umbrella organization with representation from all organization within the community including churches, schools, youth clubs, senior citizens association and all other C.B.Os in the community.

After months of hard work towards town beautification and upgrading community infrastructure and a number of other projects; the community of Glengoffe won the National Best Community Competition in 2007 and also won the B.E.S.T. community competition for the parish of St. Catherine in 2008.

The organization consists of over 80 registered members. The administrative structure consists of The President, Vice President, Secretary, Assistant Secretary, Treasurer, P.R.O. it also comprises of a number of committees to insure the smooth running of the organization. These committees are Audit, Fund- Raising and Project.

4.0 PROJECT DESCRIPTION

4.1 Objective, Outcomes, Planned Outputs:

- Use the table format below, or an outline format.

6. Project Objective: To implement a comprehensive sustainable land management programme that will introduce and reinforce skills small farmers need to protect their land and improve their livelihood, while increasing awareness of the effects of climate variability and change and the local level.

Project input	Project output	Variable Indicators
Training: <ul style="list-style-type: none"> • capacity building • dry farming techniques • soil conservation measures • Tissue culture techniques (care and maintenance) • Record keeping 	<ul style="list-style-type: none"> • To increase awareness of the impact on climate change. • To introduce and improve better agricultural practices. • Soil fertility improvement, increase productivity and reduction in soil erosion • Participants will be able to maintain and care for there young tissue cultured plants. • Participants are able to maintain proper farm records. 	<ul style="list-style-type: none"> • Training in all 14 district in the community • Training of 100 farmers in mitigating and soil fertility practices. • 100 farmers trained. • Four training days achieved • 100 farmers keeping records of their farming activities • Four training days achieved
Fruit tree planting and Re-forestation	Establish ackee, sour sop, sweet sop cola nut, avocados, lychee, nut meg, jack fruit, Lumber trees etc.	<ul style="list-style-type: none"> • 40 farmers established 50 acres 8000 trees.
Vegetative Barriers	<ul style="list-style-type: none"> • To reduce soil erosion and improve soil fertility • To increase productivity 	<ul style="list-style-type: none"> • 750 meters of vegetation barriers established
Minimum tillage	<ul style="list-style-type: none"> • reduce soil erosion 	<ul style="list-style-type: none"> • 10 acres inter cropped with fruit trees.
Cover cropping	<ul style="list-style-type: none"> • Reduce soil erosion and improve soil fertility • Increase in productivity 	<ul style="list-style-type: none"> • 10 acres established using inter cropping
Log barriers	<ul style="list-style-type: none"> • Reduce soil erosion 	<ul style="list-style-type: none"> • 3000meters
Gully control Plugging	<ul style="list-style-type: none"> • Control the flow of flood water • Minimize land slides 	<ul style="list-style-type: none"> • 500 meters
Storm drains (Ditch Diversion)	<ul style="list-style-type: none"> • To direct flood waters 	<ul style="list-style-type: none"> • 500 meters
Water ways	<ul style="list-style-type: none"> • Remove excess flood water 	<ul style="list-style-type: none"> • 500 meters
Entombment of gully	<ul style="list-style-type: none"> • Storage of water in dry season 	<ul style="list-style-type: none"> • Two mini dams constructed. Capacity 50,000 gallons each
Entombment of gully	<ul style="list-style-type: none"> • Storage of water in dry season 	<ul style="list-style-type: none"> • Two mini dams constructed. Capacity 50,000 gallons each
Irrigation system	<ul style="list-style-type: none"> • Irrigation 	<ul style="list-style-type: none"> • 3 functioning drip irrigation

		system installed.
Purchasing of Machinery	<ul style="list-style-type: none"> Enhance productivity in food crop production 	<ul style="list-style-type: none"> One (1) mobile water pump purchased
Composing	<ul style="list-style-type: none"> To improve soil fertility and production 	<ul style="list-style-type: none"> 40 compost heap constructed by farmers
Terracing	<ul style="list-style-type: none"> Reduce soil erosion Improve soil water retention and add organic matter to soil 	<ul style="list-style-type: none"> Two (2) acres of land terraced

4.2 Work Plan

Activities	By Whom	2	4	6	8	10	12	14	16	18	20	22	24
Training	RADA, Bio Tech, U.W.I, Forrestry and S.D.C Dept.												
Fruit tree planting													
Reforestation	Participants of the project (farmers)												
Mulching	Participants												
Barrier	Participants												
Minimum tillage	Participants												
Cover cropping	Participants												
Log barriers	Participants												
Gully control	RADA												
Diversion ditch (storm drains)	Participants												
Water ways	Participants												
Terracing	Participants												
Entombment	CDC												
Irrigation system	NIA (RADA)												
Purchasing of Machinery	CDC												
Composing	Participants												
Purchasing of Material	CDC												
Project Management	CDC												

4.3 Risks and Barriers

With the uncertainty of hurricane, prolong flooding and service drought conditions, untimely disbursement of funds from donating agencies, lack of co-operation from our farmers, unavailability of planting materials when needed and lack of technical assistance from collaborating agencies, would prevent the project from being executed in a timely and efficient manner.

The success and feasibility of the project is based on the assumption that inflation not exceed 12%, farmers will adopt to new techniques, know major social unrest and Government environmental Policy remain stable

4.4 Monitoring and Evaluation Plan

A monitoring committee will be established by the Glengoffe Community Development Committee Benevolent Society (G.C.D.C.B.S) with representatives from all the collaborative agencies to oversee the smooth running of the project. A project manager will be hired to manage the project and to provide detail and timely report to the committee and United Nations Office for Project Service (UNOPS). The committee will meet on a by-monthly basis to tract and review all the project activities, gather feedback, ensure project objectives are met and make recommendation where necessary.

Representatives from these allied agencies along with project manager will continue to make periodic visits to the sites to assess progress while providing field service and demonstration. Proper and accurate recording will be kept to tract all the activities of the farmers associated with the project. This data will be used in the evaluation to assess the project impact – environmental, societal and economically.

4.4.1 Initial VRA Analysis

Vulnerability Reduction Assessment Reporting Form		Scores
Vulnerability of livelihood/welfare to existing climate change and/or climate variability.	What is the impact of Drought, Flooding and Soil Erosion on your community?	3.6
Vulnerability of livelihood/welfare to developing climate change risks.	What effect would it have on you and the community if it happened frequently?	3
Magnitude of barriers (institutional, policy, technological, financial, etc.) barriers to adaptation.	What prevents you from adapting new measures to minimize the effects of Flood, Drought and Soil Erosion?	5.5
Ability and willingness of the community to sustain the project intervention	Rate your confidence that this project will continue after the project period end.	5
V.R.A Score	Average of above 10	4.3

Global Environmental Benefits (GEB)

The Impact Assessment System indicator will be measured at the end of the project using the following components:

Land Degradation

- (1) 50 acres of land to be sustainably managed by project (40 farmers to be involved in soil mitigation and soil fertility practices)
 - (2) Approximately 10 acre of soil erosion prevented
 - (3) 50 farmers employing minimum tillage, log barrier, terracing and vegetative barrier technique used to prevent land slippage.
 - (4) 4 local agencies policies to be informed, namely the Parish Council, Disaster Management Committee for Parish, River to Reef Project and Glengoffe Community Development Committee.
 - (5) 4 National Agencies policies to be informed, namely Ministry of Agriculture, Rural Agricultural Development Authority and the Forestry Department.
-

Climate Change Adaptation

- (1) Awareness raising in four (4) schools and three (3) business places on climate change risk management and scenario planning.
 - (2) 60% of population (3,000 persons) made aware of climate change and associated risks.
-

4.5 **Project Management**

4.5.1 Management Structures

A monitoring committee will be established by the Glengoffe Community Development Committee Benevolent Society (G.C.D.C.B.S) with representatives from all the collaborative agencies to oversee the smooth running of the project. A project manager will be hired to manage the project and to provide detail and timely report to the committee and United Nations Office for Project Service (UNOPS). The committee will meet on a by-monthly basis to track and review all the project activities, gather feedback, ensure project objectives are met and make recommendation where necessary.

4.5.2 Relationship and Responsibilities of Proponent and Project Partners

The Glengoffe CDC with support from the following collaborative agencies mainly

Agencies	Support
Environmental Foundation of Jamaica(EFJ)	Financial support (US\$10,000 pending
RADA	Seedlings and technical support
Forestry	Seedlings and technical support
SDC	Seeds, tools and technical support
Bio Technology Centre UWI	Seedlings and technical support
Member of Parliament	Drip Irrigation System

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

OUTCOMES	OUTPUTS	Budget Item (description)	Amount from CBA	Amount from C-CAM		Amount from other partners (Fisheries Division, community stakeholders, Social Development Commission etc.)		Total
			In Cash	In Cash	In kind	In Cash	In Kind	
Outcome 1: Capacity Building of farmers and community in financial management, drought mitigation techniques, soil conservation and tissue culture techniques.	Output 1.1 Increasing awareness in Climate Change by training residents in 14 districts	t raining/seminar, workshops, resource material, consultant	\$800.00				\$1,400.00	\$2,200.00
	Output 1.2 Train 100 farmers in drought mitigation techniques and soil fertility	Workshops	\$1,147.19				\$2,900.00	\$4,047.19
	Output 1.3 Train 100 farmers in Financial Management	Workshops, resource material	\$1000.00				\$700.00	\$2,000.00
	Output 1.4 Two VRA workshops	Workshop resources (paper, markers, refreshment)	\$300					
Land Restoration	Output 2.1 50 acres of land planted with 8,000 trees	Land preparation, seedling/seeds, manure, pesticides & fertilizer.	\$8,735.95	\$3370.78			\$9,364.59	\$21,471.32

5.0 PROJECT COSTS AND OTHER SOURCES OF FUNDING

5.1

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).
- 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: Full Proposal Guidelines

The numbered guidelines below serve as instructions for the correspondingly numbered elements of the proposal template above. Please use them in the development of the full project concept.

1.1 Community/Ecosystem Context

Describe the target/beneficiary community and target ecosystems. Be sure to address all of the following issues, where relevant or applicable. Also, be sure to distinguish which elements of the community will be targeted (i.e.: gender, livelihood or other groups that are particularly vulnerable).

- Number of people
- Relevant social dynamics: gender/age/ethnicity/livelihood group/class, etc
- Ecosystem type
- Potential global environmental benefits (focal area, relevant species/resources, etc)
- Describe the relationship of the community with the target ecosystem, ecosystem services, (i.e.: fresh water, storm protection, erosion control, fish habitat, ecotourism, etc)

1.2 Climate Context

Describe the climate of the region in which the target community is located. While this does not need to be overly scientific, it should include the following elements:

- A brief description of the seasonality of the climate, giving approximate times of year for warm/cool or rainy/dry seasons
- A brief description of when during the year particular climate risks are most acute (i.e.: September for hurricanes, July for drought, February for floods, etc).
- A description of **baseline** climate risks (risks that do not stem from climate change). This should include cyclical climate hazards (events that recur every few years) such as flood and drought related to ENSO or other phenomena, as well as other climate risks that are not associated with climate change.
- A description of **climate change projections** for the region, and recent manifestations of that change if applicable. This should be based on scientific assessments of climate change risks where possible. This could be based on the CBA Country Programme Strategy – consult with the CBA national coordinator. It could also be based on other documents such as the national communication to the UNFCCC, or the NAPA (where applicable)

1.3 **Impacts Context**

Describe the impacts of the climate risks described above on the target ecosystem, and on the community. This should be based on scientific assessments of climate change risks and likely impacts, and can be based on assessments completed for the CPS. These should include:

- Impacts on critical ecosystems
- Impacts of ecosystem change on people's lives and livelihoods
- Distributional impacts (i.e.: which segments of the population will be most affected and why?)
- Other important impacts

1.4 **Project Approach**

Describe how the project will facilitate community adaptation to the phenomena described above. Keep in mind the following criteria:

- Reiterate the baseline threats to ecosystems/GEB
- Reiterate the additional, climate change threats to ecosystems/GEB
- Describe how the project will remove baseline pressures to ecosystems/GEB through co-financing (which should be 1:1)
- Describe how the project will make ecosystems/GEB resilient to climate change, including increasing climate variability
- Describe how the project will benefit the community
- Describe how the project will have potentials for upscaling, replication, and/or policy impact
- Describe capacity constraints, awareness constraints, and what will be done to address them

A more detailed breakdown of the project's objective, outcomes, and activities will be required in table form in step 4.1.

2.1 **Project Formulation**

Describe how the project was formulated, both in terms of the overall concept and in terms of its components. Describe the roles of the proponent and the role of the community, if separate.

2.2 **Project Implementation**

Describe how the community members will be engaged continuously throughout project implementation. Community participation is important, as it will help ensure that the project takes locally important factors into account, while helping to ensure continuity of project impacts after project conclusion.

2.3 **Project Sustainability and Phase-out**

Describe how the project will conclude, and how project activities will be ultimately transferred to the local community. Describe how the impact will be sustainable (environmentally, financially, socially, and institutionally).

3.1 **Proponent Description**

Describe your organization's mission, history, membership, management, organizational structure and current programmes. Describe your experience working with the target community, or with similar communities. Finally, discuss your experience and/or capacity in adaptation to climate change including variability.

Indicate the organization's total annual budget, and attach its last audited financial statement and an organizational budget, if applicable. Describe the financial system and procedures being used by the proponent/organization.

4.1 **Objective, Outcome, Planned Outputs**

Using the table format, restate the project objective from the approved concept (provide an explanation for any modification), and state what outcomes will be achieved to meet this objective, what outputs will support these outcomes.


All outcomes must be:

- Compatible with the SPA – they must be actions to increase the resilience of ecosystems to the impacts of climate change, thereby benefiting the communities that rely upon them.
 - Outcomes may address baseline GEB if they are supported entirely by co-financing.
- Independently measurable.
- Clearly and directly support the objective.

Outputs are tangible things that will be done to support the outcomes. They should logically lead to the achievement of your outcomes. Note that the breakdown of outputs should be more detailed in the proposal than what was presented in the concept phase.

4.2 **Timetable**

Using the embedded spreadsheet or a using a similar table, indicate *when* the various activities and tasks will be completed. These should be the same activities and tasks as listed in the table above. The timetable should be realistic, and activities should be coordinated to support one another. If

using the embedded spreadsheet, use the  icon to fill in the blocks.

4.3 **Risks and Barriers**

Barriers: Describe any barriers to implementation of project measures, and how they will be removed. Differentiate between external barriers and internal barriers (for example: national policy barriers versus local awareness barriers). Describe how the project will remove capacity constraints from key adaptation activities.

Risks: Beyond known barriers, projects may be subject to internal or external risks. These could include sub-optimal performance of a new application of a technology, or currency fluctuations that change the economics of a project. Describe potential risks that the project faces, and how these risks will be managed.

4.4 **Monitoring and Evaluation Plan:**

This section will describe which indicators will be monitored, and when they will be measured. It is divided between the VRA (adaptive capacity), the IAS (global environmental benefits) and Adaptation Indicators (quantitative assessments of climate change adaptation). For each section, describe when indicator measurements will be reported – in the first, second, and/or final reporting periods. Note that continued funding will be contingent on M&E reporting.

VRA: Indicate when VRA meetings will be held over the course of the project, and how they will relate to plans for attainment of specific project outcomes. For example, are meetings planned after the completion of certain project activities listed in the tables above?

IAS: Indicate **which** Impact Assessment System (IAS) indicators will be measured by the project – one or more indicators in one or more Global Environmental Benefit focal areas and one or more each of the livelihood and empowerment indicators. Furthermore, indicate **how** the chosen indicators will be measured, and include a target value – what the project plans to achieve – for each indicator measured.

Keep in mind that all projects will be required to submit progress reports to access subsequent disbursements of project funds, and these reports will require measurement of IAS AND VRA indicators. Indicate **when** these measurements will take place.

4.4.1 **Initial VRA Analysis**

The VRA analysis is a key component of the project planning phase, and is reported in the project proposal.

Use the data recorded on the sides and bottom of the H-forms, as well as community discussions from the exercise to construct a narrative that describes issues and context raised by the meeting. Be sure to include:

- Composition of the meeting
- Common themes in the answers to the questions that make up the VRA
- Differences in perception between different sub-groups (eg: gender, livelihood type, etc)
- Other contextual information brought out by the VRA process

Also, be sure to record the scores given by the community to the questions, and record them in a table such as the one provided.

4.5 **Project Management**

4.5.1 Describe the management structures and functions of the proponent under this project. Who will be responsible for executing project activities and who will that person be working with? Include the name of project manager/coordinator and attach brief resume/CV.

4.5.2 Describe the relationship of any partnering organizations, if applicable, including the responsibilities of each partner and how they will work together with proponent to achieve the project objective. Include technical assistance required and how it will be provided.

5.1 **Total Project Cost and Amount Requested**

Create a detailed budget for the whole of the project, indicating CBA funding and other sources of funding, including both cash and in-kind components. Note that the budget is an integral part of the project proposal, and forms part of the binding contract between your organization and the GEF. The following are a number of points to keep in mind when crafting the budget:

- CBA funding can only go to support outcomes that are compatible with the GEF SPA. Baseline GEB outcomes must be covered by co-financing.
- Budgets may only include items directly relating to the outputs described in the proposal. Each budget line should be associated with an outcome and an output from the table in item 4.1.
- Budgeted costs must be realistic – neither too large nor too small to support project outputs. This should be based on adequate research and experience.
- The budget should include all costs associated with managing and administering project outputs within the respective budget lines for each output.
- Be sure to include the cost of monitoring and evaluation.
- “Indirect Costs” or administrative overhead are not funded by the CBA, and should not be part of the funding request.
- Remember that when you agree to accept CBA funds you are also agreeing to be accountable for how those funds are spent, and to make available all financial relevant records. These may be independently audited, and may become public information
- Be sure that the figures contained in the budget agree with those on the Proposal Cover Sheet and the text of the proposal itself.
- Add lines to the budget sheet by right-clicking on one of the numbers, and selecting “insert.”

6.1, 6.2 **Attachments**

In addition to the required attachments, attach anything that you believe would help strengthen or clarify your proposal. Please do not include material that is discussed in the above proposal.





Annex B

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

Project Number: CBA/JAM/SPA/09/07

Project Title: Glengoffe Climate Change Adaptation Programme

Date: _____

Project Title

Name of the Local

NGO][CBO]: _____

Total Amount of Funds under the Agreement: _____

Date of signature of the Agreement: _____

PROJECT BUDGET (in Local Currency)

PERIOD COVERING FROM _____ TO _____

General category of expenditures	200_	200_	Total	Remarks
Manpower/labor				
Training/Seminar/Workshops etc..				
Contracts				
Equipment/Furniture				
Others (specify)				
Miscellaneous				
Total				

Payments Schedule:

	Amount (USD)	Date foreseen
- Upon signature of the Agreement:	\$12,000	February 2010
- Percentage:	35%	
- Balance	\$28,000	
- Upon acceptance of 1 st interim/progress Report:	\$12,000	June 2010
- Percentage:	35%	
- Balance	\$16,000	
- Upon acceptance of 2nd interim/progress	\$12,000	December 2010

Report:
- Percentage: 35%
- Balance \$4,000

- Upon acceptance of 3rd interim/progress \$4,000 June 2011
Report:
- Percentage: 10%
- Balance 0

Prepared by:

Name and signature of the Representative of the Local [NGO][CBO]

Annex C: Model of Progress Report

Name of the Local CBO providing the report:

Address:

Person in charge of filing report:

Identification of the project

Title of the project:

Project Location:

Agreement number:

GEF Focal Area of project:

Commencement Date:

Project on Schedule: Yes No

If no, provide brief explanation and remedial measures to be taken:

Completed Activities

<i>Activity/Output</i>	<i>Date completed</i>	<i>Result</i>

Participants/beneficiaries

Capacity

Building/Training

Number of females:

Number of males:

Number of children:

Number of females:

Number of males:

Number of children:

Variation from planned activities

[Detail any variations on the activities as outlined in your concept]

Lessons Learnt/Remarks:

Annex D: Interim Report on the use of funds

Project Number: Project Title

Date: _____
 Project Title: _____

Name of the Local [NGO][CBO]: _____

Total Amount of Funds Under the Agreement: _____
 Date of signature of the Agreement _____

FOR THE PERIOD COVERING FROM _____ TO _____

General category of expenditures	Global Budget	Expenditures	Balance	Amount Requested
Manpower/labor				
Training/Seminar/ Workshops, etc..				
Contracts				
Equipment/Furniture				
Others (specify)				
Miscellaneous				
Total				

Total Budget approved:.....
 Funds already advanced:.....
 Amount of expenditures:.....
 Funds requested:.....
 Balance (if it exists):.....

Date of the next request for funds:(DD/MM/YY)

Certified by: _____
 Name and signature of the Representative of the Local [NGO][CBO]

The Local [NGO][CBO] is responsible for compiling and providing all supporting documentation or information related to this report at the request of UNOPS.

ANNEX E: FINAL REPORT

Contractor

Name of the Local [NGO][CBO] providing the report:

Address:

Person in charge of the final report:

Identification of the project

Name of the project:

Agreement number:

Type of project:

Location:

Start-up Date:

Completion Date:

[Participants/beneficiaries Building/Training]

Capacity

Number of females:

Number of males:

Number of children:

Number of females:

Number of males:

Number of children:

Budget and finance

Total Project Cost:

Amount received under this Agreement:

Amount received from other sources of funding:

Contribution of the Local [NGO][CBO] or the recipient community:

Activities

Activities Performed under this Agreement:

Results:

Describe to what extent the objectives of the Agreement were accomplished:

Annex E (continued)

Describe the immediate benefits received by the participants and/or the recipient communities:

Describe long term benefits:

New Developments and unexpected difficulties/problems:

New Developments and unexpected difficulties during the implementation of the project:

Actions taken to solve them:

Remarks/lesson learned:

Date: _____

Proposed by: _____

Annex F: Final Report on the use of funds

Project Number: Project Title

Date: _____
 Project Title: _____

Name of the Local [NGO][CBO]: _____
 Total Amount of Funds Under the Agreement: _____
 Date of signature of the Agreement _____

FOR THE ENTIRE PERIOD OF THE GRANT

General category of expenditures	Global Budget	Expenditures	Balance
Manpower/labor			
Training/Seminar/Workshops, etc..			
Contracts			
Equipment/Furniture			
Others (specify)			
Miscellaneous			
Total			

Total Budget approved:.....
 Funds advanced:.....
 Amount of expenditures:.....
 Funds requested:.....
 Balance (if any exists):.....

Certified by: _____
 Name and signature of the Representative of the Local [NGO][CBO]

The Local [NGO][CBO] is responsible for compiling and providing all supporting documentation or information related to this report at the request of UNOPS.

Annex G: 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 at EFJ Boardroom on
November 16, 2009**

Call to Order

The meeting was called to order by the chair at 9:15 a.m.

Present were:

- Professor Anthony Chen, Chairperson - NSC
- Dr. Margaret Williams, UNDP Jamaica
- Ms Leonie Barnaby, GEF Focal Point
- Ms. Amsale Maryam, ADA
- Ms. Delores Wade, PIOJ
- Rev. Gary Harriott, JCC/Deputy Chair
- Ms. Zuleika Budhan, Ministry of Agriculture
- Mr. Christopher Corbin, UNEP Jamaica
- Mr. Minh Pham, UNDP RR and UN Resident Coordinator Jamaica

- Mr. Dale Rankine, SGP Jamaica
- Ms. Hyacinth Douglas, SGP Jamaica
- Mrs. Michelle Curling-Ludford, National UN Volunteer

CBA PROJECT PROPOSALS

#	CBO/NGO	PROJECT TITLE	CBO/NGO COMMENTS	STATUS/NSC DECISIONS & STIPULATIONS
2	Glengoffe Community Development Committee Benevolent Society	Glengoffe Climate Change Adaptation Programme	Committee recommended that the extent of NWA's involvement of the project should be established.	Approved CBA/JAM/SPA/09/07 USD40,000.00