



United Nations Development Programme
Country: Jamaica
Project Document

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|--------------------------------|---|
| Project Title | Improved Energy Efficiency & Security |
| UNDAF Outcome(s): | 3: ENVIRONMENT & POVERTY Microsoft Office Word 2003.Ink By 2011 national capacity to ensure equity and equality strengthened, and the population of targeted vulnerable communities enabled to reduce poverty, improve their livelihoods and better manage hazards and the environment |
| Expected CP Outcome(s): | 3.3 Integrated land, coastal zones, water and energy management practises improved. Indicators: Amount of soil eroded and number of flora and fauna under threat. Area of land and sea protected. |
| Expected Output(s): | 3.3.3. Energy efficiency in the public sector increased. Indicators: Implementation of National Energy Policy; # of GoJ institutions implementing environmental management systems (EMS); # of financial incentive for energy efficiency; # of energy efficiency plans implemented; # of hospitals/hospital beds with an EMS; increased use of renewable energy in selected PS institutions; # of government supported housing developments using energy efficiency measures. |
| Implementing Agencies: | UNDP |

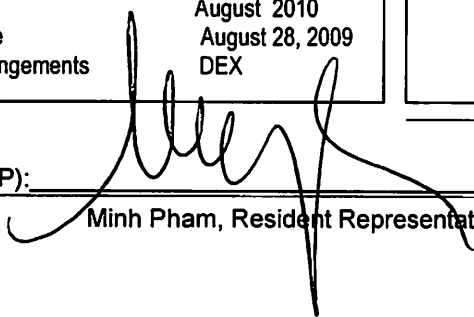
Brief Description

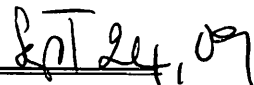
Over the next five year period, UNDP CO aims to develop and promote efficiency in energy use an to pilot sources of clean or renewable energy. Energy efficiency should be of benefit to all in the society, but especially the poor, and should result in the reduction of carbon emissions. The strategy will support the Government of Jamaica in the development, implementation and monitoring of the National Energy Policy, and develop demonstration projects with stakeholders to increase energy efficiency in various sectors.

This initiation plan will support the formulation of a full scale project on energy efficiency, with expected results including: 1) increased energy efficiency in the public and private sectors; 2) monitoring of energy consumption; 3) implementation of improved policy directives; 4) investigations into the feasibility of the use of alternative clean energy, including solar, wind, hydro and biogas.

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|----------------------------------|-----------------|
| Programme Period: | 2007-2011 |
| Key Result Area (Strategic Plan) | UNDAF #3 |
| Atlas Award ID: | |
| Start date: | September 2009 |
| End Date | August 2010 |
| PAC Meeting Date | August 28, 2009 |
| Management Arrangements | DEX |

| | |
|-----------------------------|------------|
| Total resources required | USD |
| 132,370 | _____ |
| Total allocated resources: | _____ |
| • Regular | _____ |
| • Other: | |
| o TRAC | USD 68,370 |
| o Flexible Funding Facility | USD 64,000 |
| o Unfunded budget: | |

Agreed by (UNDP):  Minh Pham, Resident Representative

Date:  20/24/09

I. SITUATION ANALYSIS

Although still in a transition and adjustment phase of development, Jamaica has experienced modest long-term economic growth since gaining independence in 1962. Currently Jamaica carries a heavy debt burden and the balance of payment requires consideration of more efficient energy supply. The cost of energy from fossil fuels continues to increase and will increase more as the winter season approaches in the northern hemisphere. The cost of the electricity supplied in Jamaica is currently not competitive when compared to the rates in some of the other Caribbean countries. Accordingly, as the country continues to make political and socio-economic progress, Jamaica's energy demands have increased significantly over the years. Since 1970, Jamaica's energy consumption rates have doubled¹, and it has been estimated that the country's energy demand continues to grow between 3-4% annually.² Jamaica has provided almost all of its citizens with access to electricity with approximately 90% of households having access.³

As a result, Jamaica today has one of the highest per capita consumption and energy intensity rates in Latin America and the Caribbean.⁴ However, Jamaica produces very little energy from indigenous resources, and instead is almost entirely dependent on imported energy sources. Petroleum, which currently accounts for 95% of the country's total energy consumption, is Jamaica's primary source of energy, where only 5% of the remaining fuels used for energy derive from local renewable sources such as wind, fuel-wood/charcoal, bagasse from sugarcane or sorghum, and hydropower.⁵

The problems associated with such heavy reliance on imported fossil fuels have been acknowledged by the Government of Jamaica. The volatile and high cost of oil and the resulting negative environmental impacts related to its use dictates that the country turn to alternative sources of energy. In 1995, the Government of Jamaica promulgated an energy policy that sought to promote energy efficiency and conservation through the diversification of the country's energy inventory while ensuring that there were stable and adequate energy reserves to maintain the nation's socio-economic priorities.⁶ Subsequently the energy policy was revised and in July 2009 The Ministry of Energy and Mining produced Jamaica's National Energy Policy 2009 -2030 (Draft). with the subtitle "Securing Jamaica's Energy Future...Advancing Competitiveness...Promoting Sustainable Prosperity".

In support of the Government of Jamaica's energy directives, the UNDP Jamaica office has already implemented an initiative in the area of energy efficiency through increasing energy efficiency and water management in the public sector, with an initial focus on schools and hospitals. This initiative which took place between 2005 and 2007 included energy audits for public hospitals and selected schools and the installation of energy and water efficient equipment in some hospitals. In June 2006 the Spanish government provided a grant of 97,350 Euros to the Ministry of Energy and Mining towards exploring the possibility of introducing solar energy in public schools.

Nevertheless, despite accomplishing many of the initial objectives established in the 1995 Energy Policy, many of the plans goals have yet to be fully realized; specifically, the task of

¹ EarthTrends, *Energy and Resources: Country Profile- Jamaica, Energy Consumption by Source, Jamaica, 1971-1999*, December 2006, <http://earthtrends.wri.org/text/energy-resources/country-profile-92.html>

² Renewable Energy & Energy Efficiency Partnership (REEP), *Jamaica-Country Overview*, Page 1 http://www.oas.org/dsd/reeep/formularios/jamaica_pb_reeep.doc

³ Jamaica's National Energy Policy 2009-2030, The Ministry of Energy and Mining, July 2009

⁴ NEPA, *Green Paper: The Jamaica Energy Policy 2006-2020*, February 20, 2006, 1

⁵ Planning Institute of Jamaica, *Medium Term Socio-Economic Policy Framework 2009-2012*, November, 2008, Page 57

⁶ NEPA, *Ibid*, 4

reducing the country's reliance on fossil fuels in turn for renewable energy sources. The previous energy policy entitled the *Jamaica Energy Policy (Green Paper) 2006-2020*, sought to advance the energy agenda by placing greater emphasis on energy efficiency, fuel sources, and energy use in transportation, the largest consumer of energy by sector of the economy.

The current energy policy (July 2009) outlines seven (7) goals, which are summarized as follows:

1. Pursue opportunities for energy conservation and efficiency
2. A modernised and expanded energy infrastructure
3. Development of renewable energy sources
4. Secure and sufficient energy supply to support long-term development
5. Defined and established institutional, legal and regulatory framework
6. GOJ ministries and agencies to lead in energy conservation and environmental stewardship
7. Embrace eco-efficiency for advancing international competitiveness

Currently, only 90% of the Jamaican population receives electricity. The 10% that is currently not being served includes the marginalised and the poor in rural or inner city communities. The consequence of not improving and streamlining the energy sector; of not increasing diversification of the energy mix and of not utilizing more renewable sources, will continue to impact the poor negatively through increasing fuel costs, inability of the GOJ to provide for all, and the associated climate change impacts that must be mitigated. The Millennium Development Goals seek to reduce poverty and goal number seven of environmental sustainability must consider energy efficiency.

The New national Energy Policy will support Vision 2030 Jamaica – National Development Plan, particularly the Outcome – Energy Security and Efficiency. By pursuing alternative technologies to cater to the growing energy demands of the population, the Jamaican Government will seek to create “a modern, efficient, diversified and environmentally sustainable energy sector, providing affordable and accessible energy supplies with long-term energy security and supported by informed public behaviour on energy issues and an appropriate policy, regulatory and institutional framework.”⁷

Moreover, because energy affects all aspects of development—social economic and environmental—the achievement of the Millennium Development Goals for poverty reduction is dependent on the promises of energy sources, making the need for a new narrative in terms of energy policy in Jamaica essential.

Following are the specific areas requiring UNDP's support.

a) Policy and Regulatory framework

The revision of Jamaica's National Energy Policy, is a major and significant step in advancing towards a secure and diversified energy sector. There are several policy issues which need to be addressed regarding the regulatory framework including incentives for renewable energy options; public/private partnerships; domestic generation and net metering; and the existing monopoly on supply and distribution. Net metering is a workable option for small scale independent producers of electricity who use renewable sources. “Net” describes the surplus energy used after deductions of energy inflows. The excess energy that is produced can be sold directly back to the public utility provider.

b) Energy efficiency

Energy efficiency is defined as utilizing less energy while still maintaining the same level of service. Energy efficiency includes utilization of new and improved technologies, incorporating energy conservation and the application of renewable

⁷ Jamaica's National Energy Policy 2009-2030, The Ministry of Energy and Mining, July 2009

energy sources. Reducing the overall energy intensity of the economy can be achieved by encouraging efficiency in energy production, energy conversion, and the use of energy.

c) **Energy conservation**

Energy conservation is tied to energy efficiency, and involves the *practice* of reducing the quantity of energy used. Energy conservation is important because there is only a finite amount of non-renewable energy sources available. Conserving current energy supplies by adjusting consumption habits and using energy from alternative renewable sources ensures that these natural resources will be available for future generations, while improving Jamaica's present energy security.

Already, Jamaica has produced results from its energy conservation agenda. Conservation programs between January and November 2005 resulted in a 28 million KWh reduction in demand for electricity which, put in different terms, is about 165,000 barrels of oil, or approximately \$12,000,000 USD.⁸

d) **Renewable energy sources**

A longer term strategy to reduce Jamaica's dependence on imported petroleum is the diversification of the energy supply. By using local renewable energy resources such as hydropower, wind, solar, biomass, and waste-to-energy, Jamaica should be in a position to produce cleaner energy in a sustainable manner.

Two issues are seen as obstacles to using renewable resources as a main fuel source. First, installation involves a high initial investment cost and second, energy produced from these sources is not always available when electricity is needed.

The aim of this Energy Initiation Plan is to support the Government of Jamaica in the finalisation of the National Energy Policy and to prepare a Project Document for the energy portfolio at the UNDP CO.

This will be done by the following activities;

1. **National Energy Policy** - Support to the Ministry of Energy and Mining (MEM) for finalization of the National Energy Policy, preparation of an accompanying Implementation Plan for the National Energy Policy and preparation of four associated policies – Carbon Trading, Biofuels, Renewable Energy and Waste to Energy.
2. **Outcome Evaluation** – Mid-term evaluation of the Environment and Energy Programme to determine the success of the programme so far and guide direction for the energy portfolio.
3. **Capacity Building**- In particular attendance of the head of unit to attend a UNDP Regional Meeting for Environment and Energy Focal Points.
4. **Energy Project Document** - Preparation of the Energy Project Document by a consultant contracted to the Unit.

⁸ NEPA, *Green Paper: The Jamaica Energy Policy 2006-2020*, February 20, 2006, Page 11

II. STRATEGY

National ownership and capacity development strategy

The project will pay a particular attention to the national ownership and its priorities in the energy sector, addressing: regulatory framework, energy efficiency, energy conservation, and renewable energy. The full scale project will be implemented by a national institution to ensure the project will be in line with the national development goals and the capacity of the national institutions will be fully addressed.

Partnership strategy

The project will closely work with the focal government agencies, UN agencies and the international community, including the Ministry of Energy and Mining and UNEP in particular. The private sector partnership will be also sought positively.

Resource Mobilization strategy

During the initiation phase, the full scale document will be developed in close consultation with stakeholders and potential donors, including GEF and other funding facilities. The TRAC source invested in this phase will be effectively used as seed money for mobilizing future funding for the full scale project.

Communication strategy

A communication strategy will be developed during the full scale project phase.

Exit strategy and project sustainability

The initiation phase will transfer into the full scale project, which will be nationally implemented. This arrangement will ensure project sustainability in the future.

III. RESULTS AND RESOURCES FRAMEWORK

| Intended Outcome as stated in the Country Programme Results and Resource Framework: | | | | |
|---|---|---|--|--|
| 3.3 <i>Integrated land, coastal zones, water and energy management practises improved.</i> | | | | |
| Expected Outputs as stated in the Country Programme Results and Resources Framework,: | | | | |
| 3.3.3 Energy efficiency in the public sector increased | | | | |
| Indicators; Implementation of the National Energy Policy, # of GOJ institutions implementing environmental management systems (EMS); # of financial incentives for energy efficiency; # of energy efficiency plans implemented; # of hospitals/hospital beds with an EMS; increased use of renewable energy in selected PS institutions; # of government supported housing developments using energy efficiency measures. | | | | |
| Applicable Key Result Area (from 2007-2011 Strategic Plan): | | | | |
| Partnership Strategy: Ministry of energy and Mining, Planning Institute of Jamaica | | | | |
| Project title and ID (ATLAS Award ID): to be Determined | | | | |
| INTENDED OUTPUTS | OUTPUT TARGETS FOR (YEARS) | INDICATIVE ACTIVITIES | RESPONSIBLE PARTIES | INPUTS |
| Output 1: Preparation of ProDoc for Energy Portfolio <i>Baseline: UNDP CO aims to develop and promote efficiency in energy use</i> <i>Indicators: Development of a ProDoc promoting energy efficiency and piloting clean and renewable sources of energy</i> <i>Targets: ProDoc for period 2010 - 2015</i> Related CP outcome: 3.3 Integrated land, coastal zones, water and energy management practices improved. | Targets (year 1) -One UNDP Project Document finalised | 1. Activity Result - Policy ▪ Action: Meet with Ministry of Energy and mining to discuss national priorities ▪ Action: Review Draft National Energy Policy ▪ Action: Support policy finalisation, operationalisation and publication through the Ministry of Energy and Mining ▪ Stakeholders' dialogue and consensus on outline of priority areas to 2011 and areas for full scale UNDP support. ▪ Support fo GOJ technocrat to attend COP 15 to UNFCCC 2. Activity Result – Capacity Building ▪ Action: Participate in national, regional or global meetings and workshops as appropriate, including E | Flexible Fund Facility UNDP CO TRAC | \$ 60,000.00 \$ 4,000 US\$ 2,500 |

| | | | | |
|--|--|---|---|--|
| | | <p>and E Focal point to attend First Meeting of UNDP-LAC, E and E COP in Panama, September 2009</p> <ul style="list-style-type: none"> ▪ Action: Attend Public Consultation for Carbon Emissions Trading Policy ▪ Action: Attend ARPEL 2009 Annual General Assembly (Kingston, Jamaica) July 2009 ▪ <p>3 Activity Result – Outcome Evaluation</p> <ul style="list-style-type: none"> ▪ Action: Prepare TOR's of Consultant for Outcome Evaluation ▪ Action: Advertise and Recruit Consultant ▪ One outcome evaluation completed <p>4. Activity Result – Project Document</p> <ul style="list-style-type: none"> ▪ Action: Prepare TOR's for Consultant ▪ Action: Advertise and recruit consultant ▪ Action: Conduct meetings with stakeholders to determine emerging issues and national priorities. ▪ Stage LPAC of ProDoc <p>One ProDoc for Energy Portfolio completed.</p> | <p>UNDP CO TRAC</p> <p>UNDP CO TRAC</p> <p>UNDP CO TRAC</p> <p>UNDP CO TRAC</p> | <p>In Kind</p> <p>In Kind</p> <p>\$</p> <p>22,000.00</p> <p>\$ 40,000.00</p> |
|--|--|---|---|--|

IV. ANNUAL WORK PLAN

Year:

| EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i> | PLANNED ACTIVITIES <i>List activity results and associated actions</i> | TIMEFRAME | | | | RESPONSIBLE PARTY | PLANNED BUDGET | | |
|---|--|-----------|----|----|----|-------------------|---------------------------|--------------------|-----------|
| | | Q1 | Q2 | Q3 | Q4 | | Funding Source | Budget Description | Amount |
| Output 1: Preparation of ProDoc for Energy Portfolio <i>Baseline: UNDP CO aims to develop and promote efficiency in energy use</i> <i>Indicators: Development of a ProDoc promoting energy efficiency and piloting clean and renewable sources of energy</i> <i>Targets: ProDoc for period 2010 - 2015</i> <i>Related CP outcome: 3.3 Integrated land, coastal zones, water and energy management practices improved.</i> | <ul style="list-style-type: none"> ▪ 1. Activity Result - Policy <ul style="list-style-type: none"> ▪ Action: Meet with Ministry of Energy and mining to discuss national priorities ▪ Action: Review Draft National Energy Policy ▪ Action: Support policy finalisation, operationalisation and publication through the Ministry of Energy and Mining ▪ HACT Micro Assessment ▪ Stakeholders' dialogue and consensus on outline of priority areas to 2011 and areas for full scale UNDP support. ▪ Support for GOJ technocrat to attend CoP 15 of UNFCCC ▪ | | | | | UNDP CO | Flexible Fund Facility | | \$ 60,000 |
| | | | | | | | TRAC | | \$ 4,000 |

| | | | | | | | | | |
|--|--|--|--|--|--|---------|----------------|--|--------------|
| | <p>2. Activity Result – Capacity Building</p> <ul style="list-style-type: none"> ▪ Action: Participate in national, regional or global meetings and workshops as appropriate, including E and E Focal point to attend First Meeting of UNDP-LAC, E and E COP in Panama, September 2009 ▪ Action: Attend Public Consultation for Carbon Emissions Trading Policy ▪ Action: Attend ARPEL 2009 Annual General Assembly (Kingston, Jamaica) July 2009 ▪ ▪ | | | | | UNDP CO | TRAC / In Kind | | \$2,500.00 |
| | <p>3 Activity Result – Outcome Evaluation</p> <ul style="list-style-type: none"> ▪ Action: Prepare TOR's of Consultant for Outcome Evaluation ▪ Action: Advertise and Recruit Consultant ▪ One outcome evaluation completed | | | | | UNDP CO | TRAC | | \$ 22,000.00 |

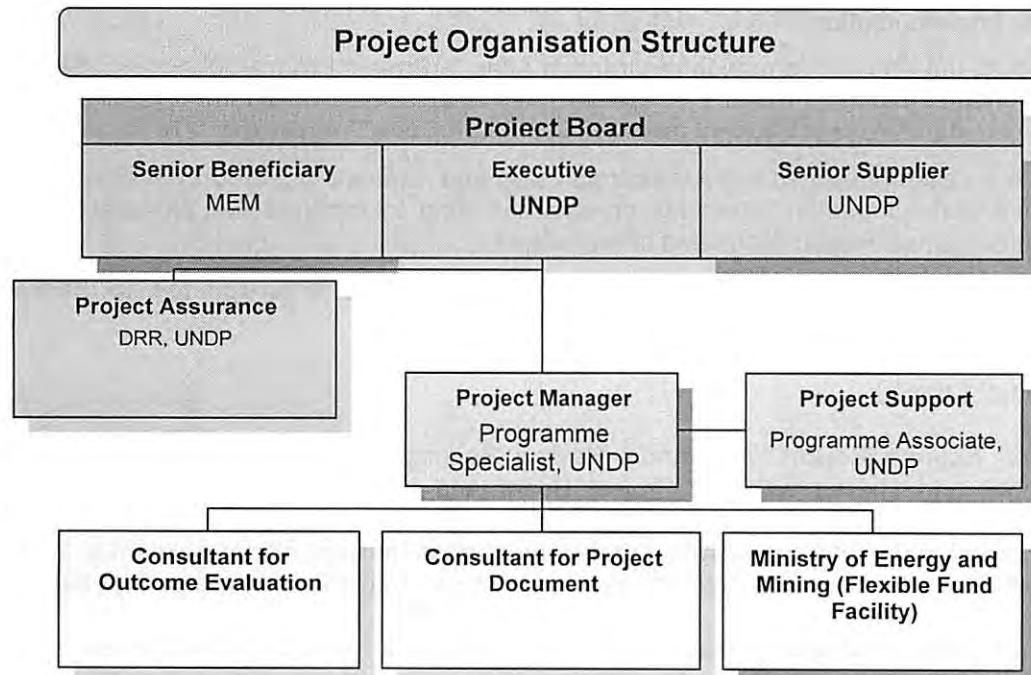
| | | | | | | | | |
|-------------|---|--|--|--|---------|------|--|---------------|
| | <ul style="list-style-type: none"> ▪ 4. Activity Result – Project Document with sufficient funds mobilized ▪ Action: Prepare TOR's for Consultant ▪ Action: Advertise and recruit consultant ▪ Action: Conduct meetings with stakeholders to determine emerging issues and national priorities. ▪ Consult donors/funds for resource mobilizations ▪ Stage LPAC of ProDoc ▪ One ProDoc for Energy Portfolio completed | | | | UNDP CO | TRAC | | \$40,000 .00 |
| TRAC Funds | | | | | | | | \$ 64,500.00 |
| ISS 6% | | | | | | | | \$ 3,870.00 |
| Other Funds | | | | | | | | \$ 64,000.00 |
| TOTAL | | | | | | | | \$ 132,370.00 |

V. MANAGEMENT ARRANGEMENTS

This Energy Initiation Plan will be implemented by the UNDP CO. The Project Manager will be the Programme Specialist for the Environment and Energy Programme, and project support will be provided by the Programme Associate and associated programme support such as required from the Programme Records Clerk. The UNDP CO Deputy Resident Representative will provide Project Assurance through oversight and guidance..

Consultants will be required to conduct the Outcome Evaluation and the preparation of the Project Document. UNDP Procurement guidelines will be adhered to in the recruitment process..

The Senior Beneficiary will be the Ministry of Energy and Mining. A HACT Assessment will be required for the Ministry of Energy and Mining prior to implementation. .



VI. MONITORING FRAMEWORK AND EVALUATION

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

Within the annual cycle

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

Annually (End of Project)

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

Quality Management for Project Activity Results

| OUTPUT 1: One UNDP Project Document finalised | | |
|---|---|--|
| Activity Result 1 (Atlas Activity ID) | - Policy Preparation | Start Date: September 2009 End Date: March 2009 |
| Purpose | <i>Finalisation and operationalization of the National Energy Policy and Implementation Plan</i> | |
| Description | <ul style="list-style-type: none"> ▪ Action: Meet with Ministry of Energy and Mining to discuss national priorities ▪ Action: Review Draft National Energy Policy ▪ Action: Support policy finalisation, operationalisation and publication through the Ministry of Energy and Mining ▪ Stakeholders' dialogue and consensus on outline of priority areas to 2011 and areas for full scale UNDP support. ▪ Support for GOJ technocrat to attend COP 15 to UNFCCC | |
| Quality Criteria | Quality Method | Date of Assessment |
| Number of meetings with Ministry of Energy and Mining | Documentation of meetings | On-going |
| Number of stakeholder meetings | Report on stakeholder meetings | On-going |
| Successful participation at CoP 15 | Report from participant | January 2010 |

| OUTPUT 1: One UNDP Project Document finalised | | |
|---|---|---|
| Activity Result 2 (Atlas Activity ID) | - . Activity Result – Capacity Building | Start Date: September 2009 End Date: November 2009 |
| Purpose | To build the capacity of the UNDP CO in the area of energy | |
| Description | <ul style="list-style-type: none"> ▪ Action: Participate in national, regional or global meetings and workshops as appropriate, including E and E Focal point to attend First Meeting of UNDP-LAC, E and E COP in Panama, September 2009 ▪ Action: Attend Public Consultation for Carbon Emissions Trading Policy ▪ Action: Attend ARPEL 2009 Annual General Assembly (Kingston, Jamaica) July 2009 ▪ | |
| Quality Criteria | Quality Method | Date of Assessment |
| Participation at regional E and E focal Point Meeting | BTOR Report submitted | October 2009 |
| Two staff participation at Public Cconsultation | Participation reported | September 2009 |
| One staff participation at ARPEL General Assembly | Information from meeting incorporated in ProDoc | January 2010 |

| OUTPUT 1: One UNDP Project Document finalised | | |
|--|---|---|
| Activity Result 3 (Atlas Activity ID) | -Outcome Evaluation of Environment and Energy programme . | Start Date: September 2009 End Date: November 2009 |
| Purpose | Conduct an Outcome Evaluation of the Environment and Energy Programme in order to determine efficiency of the programme and to obtain recommendations on the way forward | |
| Description | 3 Activity Result – Outcome Evaluation <ul style="list-style-type: none"> ▪ Action: Prepare TOR's of Consultant for Outcome Evaluation ▪ Action: Advertise and Recruit Consultant ▪ One outcome evaluation completed | |
| Quality Criteria | Quality Method | Date of Assessment |
| TOR's prepared and circulated | International responses to posting of TORs | August 2009 |
| Advertise and Recruit Consultant | Number of International responses to advertisement | August 2009 |
| Completion of Outcome Evaluation | Outcome Evaluation 2009 Report submitted to UNDP CO | November 2009 |

| OUTPUT 1: One UNDP Project Document finalised | | |
|--|---|--|
| Activity Result 4 (Atlas Activity ID) | - . Activity Result – Project Document for Energy Portfolio . | Start Date: January 2009 End Date: March 2009 |
| Purpose | To prepare a comprehensive Project Document for the energy portfolio which reflects the priorities of the GOJ | |
| Description | <ul style="list-style-type: none"> ▪ Action: Prepare TOR's for Consultant ▪ Action: Advertise and recruit consultant ▪ Action: Conduct meetings with stakeholders to determine emerging issues and national priorities. ▪ Stage LPAC of ProDoc ▪ One ProDoc for Energy Portfolio completed | |
| Quality Criteria | Quality Method | Date of Assessment |
| TOR's for consultant prepared | TOR's prepared and posted on web site | September 2009 |
| Advertisement and Recruitment of consultant | Number of response received | October 2009 |
| One internal LPAC Meeting held | Number of persons participation Minutes produced Comments received and incorporated in ProDoc | January 2010 |
| One external LPAC Meeting held | Number of persons participation Minutes produced Comments received and incorporated in ProDoc | January 2010 |

VII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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

If the country has not signed the SBAA, the following standard text is quoted:

The project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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VIII. ANNEXES

Risk Analysis. Use the standard Risk Log template. Please refer to the Deliverable Description of the Risk Log for instructions

Terms of Reference: TOR for key project personnel have been developed and are attached

- i. TOR for Consultant for Outcome Evaluation
- ii. TOR for Technical Assistance for the Ministry of Energy and Mining with attachments
- iii. TOR for Consultant for Energy ProDoc

Capacity Assessment: Capacity assessments of Implementing Partner (including HACT Micro Assessment) need to be conducted.

..

Special Clauses. In case of government cost-sharing through the project which is not within the CPAP, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.
3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.
5. All financial accounts and statements shall be expressed in United States dollars.
6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.
7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph []above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.
8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) [...%]cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices

(b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP."
