Appendix 3 - Project Supervision Plan

Need to clarify if project is 4 years (as in CEO ER) or 5 years (as listed here)

			2017												2018									
			J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
Activity/Task/Output	**Responsibility**	**Fees**	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Project Management and Supervisory Tasks (see workplan for activities)																								
1. Inception Meeting and Report of Meeting, review of M&E plan																								
2. Preparation and Submission of Bi-Annual Progress Report - June 31 and Dec 31 + 30	PM																							
2.a Review by Task Manager	TM																							
3. Preparation and Submission by EA of Quartery Financial reports, March, June, Sep	PM																							
3.1 Review of Quarterly Financial Reports	FMO																							
3.2 Review of outputs and quarterly reports, substantive comments	TM																							
4. Procurement of Equipment & Hiring of Consultants	PM																							
5. Project Implementation Review (PIR)	PM/TM/FMO																							
6. UNEP project Supervisory Mission and Technical backstopping mission (Project budget)	TM																							
7. UNEP Technical support (review of outputs, south south collaboration, etc) TBD	TM																							
9. Prepare and Submit Terminal Reports	PM																							
9. 1 Review Terminal Reports	FMO/TM																							
10. Final Evaluation	EO/TM/FMO																							
11. Final Project Audit Report	PM/FMO																							