



REQUEST FOR LAND DEGRADATION ENABLING ACTIVITY

PROPOSAL FOR FUNDING UNDER THE GEF TRUST FUND

PART I: PROJECT IDENTIFIERS

EA Title:	Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda		
Country(ies):	Antigua and Barbuda	GEF Project ID:	t.b.d.
GEF Agency(ies):	UNDP	GEF Agency Project ID:	5340
Other Executing Partner(s):	Environment Division, Ministry of Agriculture, Lands, Housing and Environment - Antigua and Barbuda	Submission Date:	
GEF Focal Area (s):	Land Degradation	Project Duration (Months)	18
Check if applicable:	NCSA <input type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	13,014

A. EA FRAMEWORK

EA Objective: To integrate Antigua and Barbuda's obligations under UNCCD into its national development and sectoral planning frameworks and align its NAP in a manner that is in line with UNCCD 10-Year Strategy and UNCCD reporting and review process

EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
1. NAP alignment	TA	1.1 Stocktaking, assessment and awareness raising	1.1.1. Rapid stocktaking and review of relevant plans, policies and reports 1.1.2. Consultations for awareness raising 1.1.3. Review of existing NAP and priorities for alignment 1.1.4. Development of a communication and outreach strategy for the NAP implementation.	59,873	130,000
		1.2 Strengthening human and scientific capacity for NAP alignment	1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data 1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system 1.2.3. Developing and or reviewing indicators for NAP alignment and implementation taking into account national peculiarities 1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system 1.2.5. Creation of a national knowledge management system including useful traditional knowledge		
		1.3. Establishing and strengthening the policy and institutional framework for NAP alignment and implementation	1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations. 1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies. 1.3.3. Strengthening of national coordination structures 1.3.4. Building or firming up cross-sectoral institutional mechanisms 1.3.5. Development of a plan for NAP implementation		
		1.4. Establishing the finance and technology framework for NAP implementation	1.4.1 Conducting a diagnosis financial of resources available for NAP implementation 1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework 1.4.3. Updating of NAP to accommodate priorities, including national targets for investment 1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation		

EA Component	Grant Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
2. UNCCD Reporting and Review process	TA	2.1. Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment	2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools 2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken	65,754	118,000
		2.2. Preparing reports for the second leg of the fourth reporting and review process	2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows) 2.2.2. The report elaborated and endorsed via a national validation workshop 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements		
		2.3. Enhancing national ownership of the reporting process	2.3.1 Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public		
		2.4 Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation	2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation		
Subtotal				125,627	248,000
EA Management Cost ¹				11,359	32,000
Total EA Cost				136,986	280,000

^a List the \$ by EA components.

B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
Bilateral Aid Agency	Regional Marine Pollution Emergency, Information and Training Center for the Wider Caribbean Region (REMPEITC-Carib)	Grant	50,000
Local Government	Government of Antigua and Barbuda	Grant	80,000
Bilateral Aid Agency	Global Climate Change Alliance (GCCA) Caribbean	Grant	150,000
Total Co-financing			280,000

C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY

GEF Agency	Type of Trust Fund	Focal Area	Country Name/Global	EA Amount (a)	Agency Fee (b)	Total (c)=(a)+(b)
UNDP	GEF TF	Land Degradation Set Aside	Antigua and Barbuda	136,986	13,014	150,000
Total Grant Resources				136,986	13,014	150,000

¹ This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources.

D. EA MANAGEMENT COST

Cost Items	[GEF only] Total Estimated Person Weeks/Months	Grant Amount (\$)	Co-financing (\$)	EA Total (\$)
Local consultants*	70	7,000.00	27,000	34,000
International consultants*	0	0	-	
Office facilities, equipment, vehicles and communications			5,000	5,000
Travel				
Others – Audit		2,825.00		2,825.00
DPS		1,534.00		1,534.00
Total		11,359.00	32,000	43,359.00

* Details to be provided in Annex A.

ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:

If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here:

No such costs are requested from GEF. Further information on the cost breakdown is found in the Total Budget and Work Plan in Annex.

PART II: ENABLING ACTIVITY JUSTIFICATION

A. ENABLING ACTIVITY BACKGROUND AND CONTEXT (Provide brief information about projects implemented since a country became party to the convention and results achieved):

A Multilateral Environmental Agreement (MEA) is a legally binding agreement between three or more states relating to the environment. They are predominantly produced by the United Nations. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) has been the sole international MEA linking environment and development to sustainable land management. The term “Desertification” means land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors, including climatic variations and human activities. Most areas of Antigua and Barbuda would be considered to fall within the range of semi-arid or dry sub-humid environments and from the limited information available for evapotranspiration values, these would put the ratio of precipitation to ET at about 0.57 for an average year, which is at the wetter end of the dry sub-humid range. The real issue is therefore about problems of land degradation in Antigua and Barbuda. Land degradation can be further described as consisting of reduction or loss of the biological or economic productivity of rain-fed or irrigated land used for crops, or range, pasture, forest or woodlands, which results from land uses or human actions, or combinations thereof. This is a process that has been occurring in Antigua and Barbuda for some time now.

A decision was taken at the tenth meeting of the Conference of the Parties (COP 10) of the UNCCD that urged parties to access Global Environment Facility (GEF) funding available for enabling activities, in accordance with GEF procedures, to meet their reporting and alignment obligations under the Convention. In GEF-5, all eligible parties will have access to GEF resources, up to US\$150,000 to finance activities related to alignment of National Action Programs (NAPs) with the UNCCD 10-Year Strategy (i.e. NAP Alignment) and reporting process, as per obligations to the UNCCD. The Expected Outputs are:

- (i) Updated NAPs and
- (ii) National reports.

The GEF-5 strategy in the Land Degradation Focal Area has the following high-level goal:

To contribute to arresting and reversing current global trends in land degradation, specifically desertification and deforestation. This will be accomplished by promoting and supporting effective policies, legal and regulatory frameworks, capable institutions, knowledge sharing and monitoring mechanisms, together with good practices conducive to sustainable land management (SLM) and the generation of environmental benefits globally while promoting national results for environmental, social and economic stability. The four main Global objectives contributing to this focal area’s goals are:

- Maintain or improve flows of agro-ecosystem services to sustain the livelihoods of local communities;
- Generate sustainable flows of forest ecosystem services in arid, semi-arid and sub-humid zones, including sustaining livelihoods of forest-dependent people;
- Reduce pressures on natural resources from competing land uses in the wider landscape;

- Increased capacity to apply adaptive management tools in SLM.

Project's consistency with National Strategies, Plans, Reports and Assessments under the UNCCD

NAPs are the key instruments to implement the Convention. The NAPs are developed through a participatory approach involving various stakeholders, including relevant governmental offices, scientific institutions and local communities. They spell out the practical steps and measures to be taken to combat desertification, and by extension land degradation, in specific ecosystems.

Antigua and Barbuda plans to achieve this by first of all reviewing the previous NAP and other relevant policy documents. One such document is the National Physical Development Plan (NPDP), which was updated and approved in parliament under the Antigua and Barbuda GEF full-sized project - Sustainable Island Resource Management Mechanism (SIRMM) Project. This document needs to be updated every five years and the present project will assist with its review and update.

The components of this project contribute directly to the implementation of SIRM outcomes 1 (develop and put in place a sustainable island resource management zoning plan - SIRMZP) and 2 (easy access to information for environmental management - EIMAS). The SIRMM project commissioned the review and update of the NPDP and the creation of the EIMAS; which will be built upon in this present project. In addition, the National Environmental Management Strategy (NEMS) and SDG principles of environmental sustainability will be documents that will assist in taking this process forward. Furthermore, this project will also focus on the reporting and review process required by the Convention.

Stakeholder involvement and public participation

This present project will work along with the relevant stakeholders in collecting data and uploading it into the country's GIS-based system – the Environmental Information Management and Advisory System (EIMAS). This data, which will be collected within the government agencies, will be used to update the NPDP and hence eliminate the need to hire additional consultants. Other relevant national plans, policies and reports will also be reviewed in an effort to develop a NAP that is aligned with national priorities.

Additional stakeholders will include Civil Society Organizations (CSOs) and non-governmental organizations (NGOs) such as the Environmental Awareness Group, the Bendals' Community Group, John Hughes Community group and the Gilbert Agricultural Rural Development Centre. These groups have worked in the past on watershed restoration, soil conservation and other types of sustainable land management practices. They will be consulted throughout the implementation of the project to contribute their experiences on the various subject matters. Also, the Antigua and Barbuda branch of The Red Cross will be included in the consultations; having recently embarked on GIS mapping exercises in various communities in the country. One invaluable asset that these groups possess is their large memberships. They will be able to participate in the training exercises and with the knowledge gained will also be able to contribute to data collection.

B. ENABLING ACTIVITY GOALS AND OBJECTIVES (The proposal should briefly justify the need for the project.)

Antigua and Barbuda is a signatory to the UNCCD and the production of this strategy and report is a mandatory international obligation. National action programmes (NAPs) are the key instruments to implement the UNCCD. The UNCCD country Parties are required to align their action programmes, as well as other relevant implementation activities relating to the Convention, to the UNCCD's 10-Year Strategy. Since the adoption of the Strategy in 2007, many countries have started the process of aligning their national action programmes, in addition the alignment of the sub-regional and regional action programmes has also been initiated.

The main objective of this project is to ***Increase capacity to apply adaptive management tools in Sustainable Land Management (SLM)*** which is aligned with Land Degradation Focal area (LDFA) Objective 4 (mentioned in the previous section).

This objective is intended to aid Antigua and Barbuda in national monitoring and reporting to UNCCD in the context of supporting the national and regional SLM agenda and the development of new tools and methods for better addressing the root causes and impacts of land degradation. Relevant actions that are the focus of this objective include:

- Results-monitoring of UNCCD action programs and
- Alignment of national reporting with revised UNCCD action programs in the context of the UNCCD 10-year strategy.

C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A).

This project is aimed at developing a strategic approach to Sustainable Land Management. This will be accomplished through the revision of the National Action Plan (NAP) for the UNCCD, aligning the NAP with the UNCCD 10-Year Strategy and creating provisions to facilitate the reporting and monitoring processes required by the Convention. The UNCCD 10-Year Strategy outlines five

Operational Objectives (OO) that are all substantially addressed in this project. The first OO (advocacy, awareness-raising and education) is addressed in Outcome 1.1; the second OO (policy framework) in Outcome 1.3; the third OO (science, technology and knowledge) in Outcome 1.2; the fourth OO (capacity building) also in Outcome 1.2 and the fifth OO (financing and technology transfer) in Outcome 1.4. The activities to be realized under each outcome are explicitly detailed below. Also, it is noteworthy to mention that the Strategic Objectives of the UNCCD 10-Year Strategy will be addressed specifically when complementing the work already completed on the National Physical Development Plan (NPDP). This is explained more in detail in the descriptions of activities planned for each outcome. The NPDP and, in greater extent, the NAP will outline how the living conditions of affected populations will be improved; how the conditions of affected ecosystems will be improved; how resources to support implementation of the plan will be mobilized and how all this will contribute to generating global benefits. In summary, aligning the NAP to the NPDP is in effect aligning the NAP to the UNCCD 10-Year Strategy.

Component 1. NAP alignment

Outcome 1.1: Stocktaking, assessment and awareness raising.

This Outcome will be achieved by means of the following outputs:

Output 1.1.1. Rapid stocktaking and review of relevant plans, policies and report

This first output of the project will be focused on reviewing relevant policy documents. It will complement the work that has been done so far on the GEF-funded Sustainable Island Resource Management Mechanism (SIRMM) project, which is being executed by the National Executing Agency (EA). One such document is the NPDP, which was reviewed and updated under the SIRMM project. This present project will allow for continued revision of that document and will work towards mainstreaming the NPDP into national priorities. There will also be review of other relevant national plans, policies and reports. This review process will also be incorporated into the School Education Awareness Program (EAP) headed by the Environment Division. The EAP comprises of a group of Environmental Cadets in each school in the country at the primary, secondary and tertiary levels.

Output 1.1.2. Consultations for awareness-raising

This output will complement the previous, in that, the public will be made a part of the process through consultations. These will include technical and public consultations to bring awareness of the process. The technical consultations will be among the technical staff from relevant sectoral agencies and the public consultations will be held in various communities in the country. At these consultations, the participation from Civil Society Organizations, Non-governmental Organizations and the public at large will be greatly encouraged. Their input into the process will be taken into consideration throughout this entire process and their voice will be heard.

Output 1.1.3. Review of existing NAP and priorities for alignment

The main activity planned for this first output is to engage stakeholders and technical advisory panels to review the existing NAP and its priorities for alignment. These panels will be tasked with developing the existing NAP.

Output 1.1.4. Development of a communication and outreach strategy for the NAP implementation

This output will focus on integrating the results of the previous outputs into the overall national communication strategy for MEAs that has already been developed and managed by the EA. (see institutional arrangements below)

Outcome 1.2: Strengthening human and scientific capacity for NAP alignment.

Output 1.2.1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data

The activities relating to this output will be geared towards the capacity building for the NPDP which it is anticipated will be the focal area of the national NAP strategy and the mechanism by which the country will implement the UNCCD 10 year strategy. These activities will include training of relevant technical staff and stakeholders in the sustainable management of land and other environmental resources in the country. The GEF-funded SIRMM project had commissioned the creation of a national GIS system (Environmental Information Management and Advisory System – EIMAS). The primary goal of the GIS EIMAS is to assist government agencies in the access of up-to-date data on specific environmental indicators. This project will allow for additional training in the usage and management of this GIS tool.

Output 1.2.2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system

This output will also make use of the EIMAS system, however the focus will be to develop specific GIS applications that will allow for the accurate assessment and management of the land resources within the country. One such application will be geared towards drought assessment and warning. Technicians participating in these training will take the skills back to their respective agencies where they will further train their colleagues. One product of these trainings will be updated layers for the EIMAS. In addition, the collaboration of the participating agencies will be improved by creating an inter-office database network that will house information for all the indicators for all the MEA's.

Output 1.2.3. Developing and/or reviewing indicators for NAP alignment and implementation taking into account national peculiarities
This particular output will focus on the development and review of the indicators for NAP alignment. This will involve the cooperation of all the relevant technical staff and stakeholders. Included in this activity will be the review of other national indicators developed under other MEAs, for example the biodiversity and chemical indicators.

Output 1.2.4. Establishing of national observatory sites and national monitoring and vulnerability assessments system
The activities under this output will include the identification of methodologies and sites for data collection. This will be geared towards establishing national observatory sites that will be able to be used as demonstration sites for mitigation measures. In addition to this, assessments will be made on these sites to determine the vulnerability to natural hazards. Once these have been accomplished, a monitoring system will be developed with the aid of input from the relevant staff and stakeholders.

Output 1.2.5. Creation of a national knowledge management system including useful traditional knowledge
The previously mentioned activities will collectively guarantee the creation of a knowledge information system. This process will also include developing a system that will be sustainably managed under the project.

Outcome 1.3: Establishing and strengthening the policy and institutional framework for NAP alignment and implementation

Outputs 1.3.1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations

In this phase, synergies will be created with the national NAP focal area. The main activity will be to plan sectoral consultations to identify and establish priorities in the context of agency-specific goals.

Output 1.3.2. Mainstreaming of NAP priorities in relevant sectoral policy synergies

This phase will also prioritize the mainstreaming of relevant activities within the appropriate agencies. Once this has been accomplished, the project will then attempt to mainstream the priorities into the relevant sectoral policies. This would involve collaboration with Ministries and agencies in the strengthening of their individual policies, for example; Ministry of Finance and their Financial Strategy, Development Control Agency and their NPDP, Ministry of Social Transformation and their National Poverty Reduction Strategy etc.

Output 1.3.3. Strengthening of national coordination structures

Under this output, the project will endeavor to provide for Cabinet endorsement to ensure that the National Coordinating Mechanism becomes a permanent arrangement for the implementation of this and all MEA's. This will need to be taken to consultations to assure the necessary support.

Output 1.3.4. Building or firming up cross-sectoral institutional mechanisms

Establishing a permanent cross-sectoral technical committee/unit for the implementation of all MEA projects will be the focus in this output. Presently, there is a unit that is in effect to provide technical assistance in implementing the activities of the GEF-funded SIRMM project. This, or a similar structure one, needs to be a permanent fixture to ensure continuity of all project related activities.

Output 1.3.5. Development of a plan for NAP implementation

The final output in this outcome will be the development of a plan for NAP implementation. The cross-sectoral technical committee/unit created in the previous output will have the responsibility of developing a scheduled time-frame for the execution of the NAP

Outcome 1.4: Establishing the finance and technology framework for NAP implementation.

Output 1.4.1. Conducting a diagnosis financial of resources available for NAP implementation

The first activity under this outcome will be to conduct a financial diagnosis to identify what resources are available for NAP implementation. The work-programs of all the relevant agencies will be reviewed and assessed to identify if any budgetary allocations exist for the execution of the NAP.

Output 1.4.2. Development of the Integrated Financial Strategy and the Integrated Investment Framework

Taking the previous output into consideration along with the already existing Sustainable Financing Mechanism that exists for Biodiversity, the Integrated Financial Strategy and the Integrated Investment Framework will then be developed.

Output 1.4.3. Updating of NAP to accommodate priorities, including national targets for investment

This output will incorporate national priority targets into the NAP. One such consideration that will be used will be the Agriculture Policy. However, cross-sectoral technical committee/unit will provide recommendations to guide this process.

Output 1.4.4. Identification of technology that will be applied in NAP alignment and also of technology transfer needs for NAP implementation

The final activity in this outcome will be to review the technological requirements for the efficient implementation of the NAP and to develop a five-year plan to acquire this.

Component 2. Reporting and Review process

Outcome 2.1: Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment.

Output 2.1.1. Application of methodologies for indicator-based reporting started in compliance with the reporting requirements of the UNCCD, with relevant national stakeholders trained in the reporting methodologies, procedures and tools

One of the first activities in this output will include developing training guidelines for indicator-based reporting to ensure that the reporting process complies with the standard requirements of the Convention. Once this has been accomplished, the relevant stakeholder training in the reporting methodologies, procedures and tools will then proceed.

Output 2.1.2. UNCCD report preparation process streamlined: (a) data collection and review protocols and processes established and maintained; (b) data quality insurance systems before report submission is put in place; (c) liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting undertaken;

The EA will guarantee the establishment of a data gathering and knowledge management system for the reporting and review process. This will be accomplished through the formation of an inter-agency network that will exchange information and provide support to each other. The EA will serve as the reference center for acquiring further knowledge and know-how on UNCCD reporting and will be responsible for the maintenance of this system. There will be constant monitoring to ensure that the quality of data that is submitted will be in accordance with the standards established by the Convention.

Outcome 2.2: Preparing reports for the second leg of the fourth reporting and review process.

Output 2.2.1. Stakeholder consultations on the launch of the reporting process (covering topics such as: impact assessment, performance review, best practices and financial flows)

The consultative processes will involve establishing a committee of technical officers from the relevant stakeholders. This committee will participate in workshops planned for the launch of the reporting process.

Output 2.2.2. The report elaborated and endorsed via a national validation workshop

After the data has been collected and compiled by the relevant stakeholders then the draft report will be prepared. This compilation of data will then be presented to the committee before being formally submitted through the PRAIS portal.

Output 2.2.3. The report submitted through the PRAIS portal in line with UNCCD requirements

The EA will be the agency responsible to submit the data gathered throughout the processes described above via the PRAIS portal.

Outcome 2.3: Enhancing national ownership of the reporting process.

Output 2.3.1 Improvement of the linkages of UNCCD reporting and implementation through the preparation of a compendium of best practices in combating LD of Antigua and Barbuda

The compendium will depict LD issues and present approaches and standards for tackling them. It will serve as a key technical guidance for sectors, Governments, as well as operators of the EIMAS System, when preparing reports to UNCCD and updating NAP.

Output 2.3.2. Capacities of national UNCCD Focal Point and relevant scientific institutions built to maintain the system for long-term LD monitoring and data management

Efforts will be spent in developing a plan to ensure that this entire reporting and review system is in place for the long-term monitoring of the UNCCD implementation. This will be accomplished by developing a set of recommendations for improvement of the UNCCD Focal Area with a view to the improve land protection planning and implementation (in policies and in practice), as well as for mainstreaming LD concerns into sectors and regional programmes.

Output 2.3.3. The creation of a web-site as a mechanism for LD and UNCCD related information dissemination aiming at the general public

The EA will be the agency responsible with commissioning the creation of a web-site aimed at disseminating information to the general public on LD and UNCCD related topics.

Outcome 2.4: Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation.

Output 2.4.1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation

A process will be developed to integrate and harmonize the UNCCD land degradation indicators with other relevant indicators developed for GEF, Rio Conventions and other existing databases. This will build on the work accomplished under Output 1.2.3.

Institutional Framework For Project Implementation and collaboration with other relevant initiatives

The Environment Division is the National Focal Point for the UNCCD Convention in Antigua and Barbuda and is the EA for the implementation of this project. The Division has had a long relationship with the Convention and has been constantly engaged in all activities and projects that have been promoted by the UNCCD. This is the agency responsible for attending all the meetings and preparing all the reports that are requested by the UNCCD. The Division and, by larger extent, the Government of Antigua and Barbuda have long acknowledged that land degradation and desertification is a growing concern to all and has pledged to support the Convention's new integrated approach to the problem, emphasizing action to promote sustainable development at the community level.

Project implementation arrangements:

The project will be implemented over a period of 18 months. The Environment Division (ED) within the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE) is the government institution responsible for the implementation of the project and will act as the *Executing Agency*. UNDP is the *Implementing Agency* for the project and accountable to the GEF for the use of funds. The project is nationally executed, in line with the NPFE submitted to the GEF.

The overall responsibility for the project implementation by the Environment Division implies the timely and verifiable attainment of project objectives and outcomes. The Environment Division will provide support to, and inputs for, the implementation of all project activities.

The Environment Division will nominate a high level official who will serve as the Project Manager (PM) for the project implementation and a Project Coordinator (PC) that will manage the day-to-day activities of the project. The Permanent Secretary in the Ministry responsible for the Environment will chair the Project Management Committee (PMC) and be responsible for providing government oversight and guidance to the project implementation. The PM and PC will not be paid from the project funds, but will represent a Government 'grant' contribution to the Project. Technical Advisory Committee (TAC), which is already established to provide technical guidance for all the GEF projects being implemented in Antigua and Barbuda, consists of representatives from stakeholder agencies, including the private sector and NGOs. The TAC will provide technical guidance to the PC and the PM. No members of the TAC, or PMC will be paid from the project and their contribution will also represent grant co-financing. UNDP will be represented on the PMC by the Deputy Resident Representative of UNDP Barbados and the OECS as well as the National UNDP Environment Focal Point .

A *National Project Management Committee* (PMC) will be convened by the Environment Division, and will serve as the project's coordination and decision-making body (Project Board). The PMC will include representation of UNDP Focal Point, the PS of Environment, The Deputy PS of the Ministry of Agriculture, a representative of the Ministry of Finance. The PM and the PC will attend these meetings. The PMC meetings will be chaired by the Permanent Secretary of the Ministry with responsibility for the Environment. It will meet according the necessity, but not less than once on a monthly basis, to review project progress, approve project work plans and approve major project deliverables. The PMC is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

The day-to-day administration of the project will be carried out by a Project Management Unit (PMU), comprising a Project Manager (PM), Project Coordinator and Project Assistant, who will be located within the Environment Division's offices. The PMU will, with the support of the Project Assistant, manage the implementation of all project activities. The Project Manager will liaise and work closely with all partner institutions to link the project with complementary national programs and initiatives. The PM is accountable to the PMC for the quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The PM will also be technically supported by contracted national consultants. Recruitment of specialist services for the project will be done by the PMU, in consultation with the PMC

The Government of Antigua and Barbuda shall request UNDP to provide direct project services specific to project inputs according to its policies and convenience. These services –and the costs of such services- are specified in the Letter of Agreement in Annex D. In accordance with GEF Council requirements, the costs of these services will be part of the executing entity's Project Management Cost allocation identified in the project budget. UNDP and the Government of Antigua and Barbuda acknowledge and agree that these

services are not mandatory and will only be provided in full accordance with UNDP policies on recovery of direct costs.

Gender marking

It is widely known that within Antigua and Barbuda there is a higher proportion of qualified degreed females who work directly in the Environment field in comparison to males. Presently, on the SIRMM project there are only three males of the 11 staff. This present project will adopt the same project management structure as the SIRMM project and it is highly likely that the higher proportion of females to males will be maintained. Never the less, there will be a constant effort to incorporate more males into the implementation of this project.

The project will apply a uniform **gender mainstreaming** approach throughout all the project activities implementation in line with the provisions below:

- Participants for trainings, workshops, study tours etc. will be selected with respect of existing gender composition in the corresponding target audience.
- Whenever possible, gender balance will be ensured, with the minimum ratio of 35% of underrepresented gender for one-gender-dominated target audiences.

The process of NAP re-alignment itself will take into account the impact of land degradation on women (especially in agricultural sector) and possibilities for their involvement in activities aimed at land conservation.

Contribution to the development of National Capacity and Sustainability of the Project

The capacities developed throughout this project will contribute significantly to the sustainability of the project's outcomes. The relevant technical staff will be trained in the already existing GIS EIMAS.

Three main levels of capacity are being targeted: (i) **systemic**, to the extent that the project will focus on policies that are conducive to or have a bearing on SLM; (ii) **institutional**, to the extent that the project will focus on the involvement of various entities that are involved in different ways in managing land and land-use (see chapter 'Institutional Framework For Project Implementation and collaboration with other relevant initiatives' further up); and (iii) **individual**, to the project will engage civil servants and CSO members in the actual work of analysis, indicator setting, and preparation of specific inputs to the NAP and Convention report.

More specifically, each agency will be responsible to manage their specific layer in this GIS system that will ultimately contribute to the updating of the entire system. In addition, the GIS applications that will be developed will allow for the accurate assessment and management of the land resources within the country. This is an ongoing process that can only be properly managed if the relevant technicians possess the skills required. The capacity building training that these technicians will receive will allow them to execute their job professionally and provide up-to-date data on indicators that will need to be updated during the reporting and monitoring process.

Comparative advantage of UNDP in Antigua and Barbuda with respect to this project

The Government of Antigua and Barbuda has requested UNDP assistance in designing and implementing this project, due to UNDP's track record in combating desertification. UNDP currently supports the development and implementation of GEF project in the area of conservation and sustainable land management. UNDP also has extensive experience in integrated policy development, human resources development, institutional strengthening, and non-governmental and community participation.

Project's alignment with UNDP's programme for Antigua and Barbuda

The project is in line with the recently endorsed UNDAF (2012-2016) which is aligned with national environmental priorities. In particular, the project contributes to UNDAF Outcome 5. The requirements of the "National Charter of the environment for sustainable development". This describes that activities are implemented in a way to ensure consistency between sectoral strategies and priorities in the field of environment, climate change, and risk management and by strengthening the territorial convergence on the most vulnerable zones and populations.

In addition the project is in line with the recently approved UNDP Strategic Plan :2014-2017 Outcome 1.3 Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystems services, chemical and wastes and 5.2 "Effective institutional legislative and policy framework in place to enhance the implementation of disaster and climate risk management measures at national and sub-national levels.

D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT:

The project will complement the UNCCD Global Mechanism funding, which is herewith presented in grant and in-kind support from the national Government of Antigua and Barbuda. Such an arrangement will ensure the application of resources in the most critical way. The proposed project is in line with the national priorities which will also ensure its sustainability. The government contribution to the project includes the staff time of a Project Manager and a Project Coordinator and of support staff of the National Executing Agency. These contributions will also include a number of project activities, organization of and participation in Project Coordinating Committees, and other work related to narrative reporting and financial reporting. In kind contribution from the Government will include the use of existing office space and existing vehicles, which will be made available to the project.

E. DESCRIBE THE BUDGETED M&E PLAN:

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Meeting (IM)	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator UNDP GEF	None (in-kind contribution, co-financing)	Within first two months of project start up. The meeting will be hosted by the Ministry of Agriculture, Lands, Housing and the Environment.
Inception Report	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator	None	Immediately following IM
Simplified Annual Project Review / Project Implementation Report (APR/PIR)	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator UNDP-GEF	None	Annually
Quarterly progress reports	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator	None	Quarterly
Lessons Learned Log	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator	To be determined as part of the Annual Work Plan's preparation.	Quarterly
Final Project Report	Enabling Activity Project Coordinator Enabling Activity Technical Coordinator Local consultants	Printing cost only	One month before the end of the project
Audit	UNDP CO National Project Team		At the end of the project.
TOTAL indicative COST <i>Excluding project team staff time and UNDP staff and travel expenses</i>			

F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):

-- n/a--

PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):

(Please attach the [country endorsement letter\(s\)](#) with this template).

NAME	POSITION	MINISTRY	DATE (<i>Month, day, year</i>)
Mrs. Diann Black-Layne	Chief Environment Officer, Environment Division	Ministry of Agriculture, Lands, Housing and the Environment	September, 12th 2013

B. CONVENTION PARTICIPATION*

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yy)	NATIONAL FOCAL POINT
UNCCD	11/27/01	Mrs. Diann Black-Layne Chief Environment Officer Environment Division Ministry of Agriculture, Lands, Housing and the Environment

B. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for **LAND DEGRADATION** Enabling Activity approval.

Agency Coordinator, Agency name	Signature	Date (<i>Month, day, year</i>)	Project Contact Person	Telephone	E-mail Address
Adriana Dinu, Executive Coordinator and Director a.i. UNDP-GEF			Lyes Ferroukhi, Regional Technical Adviser, EBD	+507 302-4576	lyes.ferroukhi@undp.org

ANNEX A. CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

<i>Position Titles</i>	<i>\$ / Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
For EA Management			
<i>Local</i>			
Activity Coordinator / Team Leader (managerial functions)	100	70	<p>To undertake the general administrative requirements of the project, including those related to project management and funding. The key tasks are:</p> <ul style="list-style-type: none"> - To ensure that project Objective, Outcomes, Outputs and Activities are executed in a timely and appropriate manner. - To develop annual work plans and budgets, and submit these to the Project Coordinating Committee (PCC) and to the UNDP Representative for approval. - To develop TORs for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in communication with the Project Manager/UNDP. - To facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the PCC. - To organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, trips, and other project related activities. - To establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project. - To provide timely reporting of project status as required by the PCC and the UNDP. - To maintain records of PCC meetings, decisions, actions etc. - To coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives. <p><i>Qualifications and experience:</i> advanced degree in environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to land degradation issues with a minimum of 3 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda, good leadership, coordination, communication, and facilitation skills are essential.</p>
For Technical Assistance			
<i>Local</i>			
Activity Coordinator / Team Leader (technical input)	250	30	<p>Is responsible for planning and coordinating activities of the national experts, and also for timely and qualitative preparation of separate sections of the project:</p> <ul style="list-style-type: none"> - to carry out the estimation of the current state of measures for combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the national strategic documents; - to generalize the results of activities of the experts and to develop on their basis the proposal on conformity of the available national data in the context of the requirements to bring to NAP alignment and to 10-year Strategy UNCCD, including the system of indicators; - to carry out the coordination of activities of the national experts in preparing and drawing up the National report on the UNCCD implementation within the frameworks of the 4th cycle of the reporting; - to analyse the condition and develop the proposals for perfecting scientific support and application of traditional knowledge in the practice of solving the problems of a sustainable land management, including the questions of combating the degradation of the lands/soils; - to define the content of programs of the scheduled seminars for the purpose of the fullest and all-round discussions and development of constructive proposals within the framework of the project tasks, to act the part of a moderator when carrying out the working seminars; - to carry out the coordination of activities of the national experts for the preparation of the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda and measures to combat it. <p><i>Qualifications and experience:</i> advanced degree in environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to land degradation issues with a minimum of 5 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, environmental issues in Antigua and Barbuda, good leadership, coordination, communication, and facilitation skills are essential.</p>

<i>Position Titles</i>	<i>\$ / Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
Expert on policy and framework for NAP alignment and implementation	250	10	<ul style="list-style-type: none"> - carries out the estimation of the current state of measures of combating the degradation of the lands/soils in Antigua and Barbuda and their presentation in the regional and sectoral plans and projects; - prepares proposals for introduction of NAP priorities in the documents of regional and sectoral planning; - develops a complex of activities for overcoming the institutional and social and economic barriers interfering with the realization of NAP; - prepares the plan of carrying out and takes part in the seminar for NAP alignment and implementation; - develops the proposals for filling the section of knowledge management system with the view of implementation of UNCCD (KMS), concerning NAP alignment and implementation; - develops the section concerning NAP implementation scheme in the illustrated monography.
Expert on (i) Integrated Financial Strategy AND (ii) Integrated Investment Framework	250	40	<p>Task (i)</p> <ul style="list-style-type: none"> - carries out the analysis of the Country's budget for co-financing the activities connected with SLM; - carries out the analysis of disposable national financial resources for NAP implementation and makes the proposals to increase the efficiency of their use; - develops the program and together with other experts holds an adjusting seminar for working out the projects of the Integrated Financing Strategy (IFS) and Integrated investment framework (IIF); - develops the methodology, approaches and recommendations about IFS project; - develops IFS project together with other experts; - develops a complex of activities for overcoming the financial barriers interfering with NAP implementation; - develops the program and holds the final seminar on acceptance of IFS and IIF projects; - prepares the proposals for filling the section of knowledge management system, concerning the financial sources of NAP implementation; - prepares the section in the illustrated monography concerning the financial provision of activities for combating the degradation of the lands/soils. <p>Task (ii)</p> <ul style="list-style-type: none"> - analyzes disposable financial resources of the international, non-state and private foundations for realization of projects on combating the degradation of the lands; - develops the proposals for attraction of financial aid from the international donors for NAP implementation; - participates together with other experts as a lecturer at an adjusting seminar for working out of IFS and IIF projects; - analyzes the Investment programs of the development of Antigua and Barbuda for 2013-2018 and administrative areas and the extend of their conformity with the priorities of NAP implementation; - develops the methodology, approaches and recommendations concerning IIF project; - develops a complex of activities for overcoming the investment barriers interfering with NAP implementation; - participates in working out the program and holding the final seminar with the object of approving IFS and IIF projects.
Expert on: (i) environmental monitoring system, (ii) indicators for NAP implementation and UNCCD reporting, (iii) knowledge management system AND (iv) science and best practices	560	50	<p>Task (i)</p> <ul style="list-style-type: none"> - carries out the analysis of the existing national monitoring system of the lands/soils and its provision with the normative legal and normative technical bases; - analyses and develops the proposals for estimation of the representativeness of the network of ranges for supervision over various kinds of degradation of the lands/soils; - reveals the existing problems and unresolved questions in the field of monitoring of the lands/soils pursuant to the problems of 10-year Strategy UNCCD; - proposes the measures of institutional, scientific, organizational-technical character destined for the optimization of the network of ranges for supervision, for the improvement of functioning of monitoring system of the lands/soils, and also for perfecting the information data delivery to the State management bodies, scientific organizations, land users, public organizations; - prepares the proposals for filling of knowledge management system section, concerning the monitoring information; - proposes together with other experts the system of biophysical and social and economic indicators of UNCCD implementation according to 10-year Strategy UNCCD; - prepares the section devoted to the organization, conducting, structure, content and application of the results of monitoring of

<i>Position Titles</i>	<i>\$ / Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
			<p>the lands/soils, for the illustrated monography about the processes of degradation of the lands/soils in Antigua and Barbuda;</p> <ul style="list-style-type: none"> - presents the results of monitoring of the lands/soils and proposed measures for its perfection at working seminars; - develops the proposals for long-term monitoring of UNCCD implementation. <p>Task (ii)</p> <ul style="list-style-type: none"> - carries out the analysis of the existing national indicators of influence and effectiveness in the context of reporting requirements and 10-year Strategy UNCCD; - defines the most priority indicators according to the features of display of biophysical processes of the land degradation and social and economic conditions of land tenure in Antigua and Barbuda; - develops with the interested parties the program of training on reporting methodology and procedure of information gathering for preparation of the National reporting; - proposes the national system of indicators providing the estimation of NAP implementation progress and preparation of the National report according to the regulations of 10-year Strategy UNCCD; - defines conceptual approaches to harmonization of knowledge databases and the data by the indicators of GEF , Rio Conventions, FAO, CARICOM, UN-ECLAC and other databases of the regional/international organizations; - presents the developed system of effectiveness indicators at the final seminar and carries out their generalization for the inclusion in the National report; - prepares the section of indicators of NAP effectiveness for the illustrated monography. <p>Task (iii)</p> <ul style="list-style-type: none"> - develops web site of UNCCD implementation in Antigua and Barbuda; - develops the reference system on UNCCD implementation, including the traditional knowledge, examples of the best practice, etc; - prepares the proposals for guaranteeing the data inflow into reference system and their use for drawing up reporting; - together with other experts provides qualitative filling and regular updating of the data in the information system for the purpose of their placing on the national web site of UNCCD; - carries out the electronic filling and presentation of the National report to UNCCD secretary through PRAIS system; - informs the interested parties of the structure and functioning of the developed information system and represents at the final seminar; - prepares section of knowledge management system in the illustrated monography. <p>Task (iv)</p> <ul style="list-style-type: none"> - provides the scientific analysis of the data and gives the estimation of their quality for preparation of the National report; - defines the national priorities in the directions of combating the degradation of the lands/soils and their presentation in the national reporting on UNCCD; - together with other experts proposes the perspective system of the national biophysical and social and economic indicators of degradation of the lands/soils; - prepares the report on the interested parties estimation of the involved in the process of UNCCD reporting; - takes part in the seminars and presents the results of examples of the best practice for the purpose of its distribution; - carries out the expert appraisal of the data quality used when preparing the National report; - prepares proposals and materials for filling of knowledge management system sections, concerning the part of scientific support and examples of the best practice; - prepares the section concerning the best practice and the science contribution in UNCCD implementation in the illustrated monography.
Expert on priorities and framework for NAP alignment and implementation	600	5	<ul style="list-style-type: none"> - prepares the report on the regulations of 10-year Strategy UNCCD, approaches and methodology for NAP alignment; - collects the information and analyzes the global, regional and subregional priorities in the field of a sustainable development in the context of UNCCD; - generalizes the information and prepares the proposals on the system of indicators and basic levels for the progress estimation UNCCD implementation; - develops the proposals on the structure of knowledge management system for providing a constant process of estimation of NAP implementation on the basis of the analysis of available international experience

<i>Position Titles</i>	<i>\$ / Person Week</i>	<i>Estimated Person Weeks</i>	<i>Tasks to be Performed</i>
			- participates as a lecturer at the national seminar with a view to establish the priorities for NAP alignment, develop a system of indicators for assessing the progress in NAP implementation and to establish basic levels.

ANNEX B. CHRONOGRAM OF ACTIVITIES

No.	Components	Guiding activities under each component	Year 1				Year 2	
			Q1	Q2	Q3	Q4	Q1	Q2
1	NAP alignment	1. Rapid stocktaking and review of relevant plans, policies and reports	X					
		2. Identification of stakeholders; consultations and awareness	X					
		3. Rapid assessment of the causes and consequences of land degradation		X				
		4. Developing the strategy and actions to implement NAP alignment			X	X		
2	Reporting and Review process	5. Establishment of appropriate consultative processes					X	
		6. Development of a plan for capacity development for UNCCD reporting					X	
		7. Draft report						X

ANNEX C. UNDP TOTAL BUDGET AND WORK-PLAN

GEF Component (Outcome) /Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	ERP / ATLAS Budget Code	Atlas Budget Description	TOTAL Amount (USD)	Amount Year 1 (USD)	Amount Year 2 (USD)	Budget Notes
1. NAP alignment	NEX	62000	GEF-10003	71300	Local Consultants	3,000	3,000	0	a
	NEX	62000	GEF-10003	71300	Local Consultants	3,750	2,500	1,250	b
	NEX	62000	GEF-10003	71300	Local Consultants	2,500	2,500	0	c
	NEX	62000	GEF-10003	71300	Local Consultants	10,000	7,300	2,700	d
	NEX	62000	GEF-10003	71300	Local Consultants	8,500	8,500	0	e
	NEX	62000	GEF-10003	71600	Travel	3,951	2,667	1,284	f
	NEX	62000	GEF-10003	72200	Equipment and Furniture	12,391	12,391	0	g
	NEX	62000	GEF-10003	72800	Information Technology Equipment	7,000	7,000	0	h
	NEX	62000	GEF-10003	75700	Training, Workshops & Conferences	8,781	4,391	4,390	i
GEF Subtotal Atlas Activity 1 (Comp 1)						59,873	50,249	9,624	
TOTAL ACTIVITY 1 (Comp 1)						59,873	50,249	9,624	
2. UNCCD Reporting and Review process	NEX	62000	GEF-10003	71300	Local Consultants	3,750	0	3,750	b
	NEX	62000	GEF-10003	71300	Local Consultants	19,500	0	19,500	e
	NEX	62000	GEF-10003	71600	Travel	3,967	0	3,967	j
	NEX	62000	GEF-10003	72800	Information Technology Equipment	11,891	0	11,891	h
	NEX	62000	GEF-10003	74100	Professional Services	5,364	0	5,364	k
	NEX	62000	GEF-10003	74200	Audio Visual & Print Prod Costs	12,282	8,291	3,991	l
	NEX	62000	GEF-10003	75700	Training, Workshops & Conferences	9,000	0	9,000	i
GEF Subtotal Atlas Activity 1 (Comp 1)						65,754	8,291	57,463	
TOTAL ACTIVITY 2 (Comp 2)						65,754	8,291	57,463	
3. Project Mgt	NEX	62000	GEF-10003	71300	Local Consultants	7,000	2,300	4,700	m
	NEX	62000	GEF-10003	74100	Professional Services	2,825	0	2,825	n
	NEX	62000	GEF-10003	74599	UNDP cost recovery chrgs-Bills	1,534	560	974	o
GEF Subtotal Atlas Activity 3 (Proj Mgt)						11,359	2,860	8,499	
TOTAL ACTIVITY 3 (Project Management)						11,359	2,860	8,499	
SUB-TOTAL GEF						136,986	61,400	75,586	
GRAND TOTAL (in cash)						136,986	61,400	75,586	

Budget Notes	
a	National expert on priorities and framework for NAP alignment and implementation fees (lump sum \$3K / or approx. 5 weeks).
b	Team leader fee for technical expertise input (lump sum \$7.5K / or approx. 30 weeks) - this budget for Team Leader is divided equally among the 2 components.
c	National expert on policy and framework for NAP alignment and implementation fees (lump sum \$2.5K / or approx. 10 weeks).
d	National expert on Integrated Financial Strategy AND Integrated Investment Framework fees (lump sum \$10K / or approx. 40 weeks).
e	National expert on environmental monitoring system, indicators & UNCCD reporting, knowledge management systems AND science & best practices fees (lump sum \$28,000K / or approx. 50 weeks) - 1/3 budgeted for in component 1 and 2/3 in component 2.
f	2 Local flights to Barbuda and travel in and around Antigua mainland.
g	Equipment to strengthen the national coordination structures for NAP alignment.
h	Computer aided referral system that will serve as a tool to collect and store spatial and non-spatial data on land degradation to be included in the country's GIS-based system (Environmental Information Management and Advisory System - EIMAS) This will be used for UNCCD reporting purposes.
i	Workshops for public consultations - budget divided equally among the 2 components.
j	2 Local flights to Barbuda and travel in and around Antigua mainland.
k	Web-site will be created as a mechanism for LD and UNCCD related information dissemination aiming at the general public.
l	The production of the compendium on best practices to combat land degradation.
m	Team Leader's fee for managerial functions under the project (lump sum \$7K / or approx. 70 weeks).
n	Fees designated for audit of project.
o	Estimated transactional costs of Direct Project Services as per Letter of Agreement (Annex D).

ANNEX D
**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF
ANTIGUA AND BARBUDA FOR THE PROVISION OF SUPPORT SERVICES**

Ms. Diann Black-Layne
Chief Environment Officer and GEF NOFP
Environment Division
Ministry of Agriculture, Lands, Housing and the Environment

Dear Ms. Black-Layne,

1. Reference is made to consultations between officials of the Government of *Antigua and Barbuda* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (c) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the *Standard Basic Assistance Agreement between the Government of Antigua and Barbuda and the United Nations Development Programme* signed at Antigua and Barbuda on August 26 1983 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP
Stephen O'Malley
Resident Representative
Barbados & the OECS

Date: _____

For the Government
Diann Black-Layne
Chief Environment Officer and GEF NOFP
Ministry of Agriculture, Lands, Housing and the Environment

Date: _____

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE), the institution designated by the Government of Antigua and Barbuda and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project PIMS N°5340 **Support NAP Alignment and UNCCD Reporting in Antigua and Barbuda**, “*the Project*”.

2. In accordance with the provisions of the letter of agreement signed on *Date of signature (LOA)* and the *project document*, the UNDP country office shall provide support services for the *Project* as described below.

3. Support services to be provided:

Support services* (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Procurement of services and equipment, and disposal/sale of equipment	During project implementation	Universal Price List	Support Services, up to a maximum amount of US\$1,534.00 for the life of the project, as per the Total Budget and Work Plan table in Annex C.

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

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

The Environment Division (ED) within the Ministry of Agriculture, Lands, Housing and the Environment (MoALHE) is the government institution responsible for the implementation of the project and will act as the Executing Agency. UNDP is the Implementing Agency for the project and accountable to the GEF for the use of funds. The project is nationally executed, in line with the NPFE submitted to the GEF.

The overall responsibility for the project implementation by the Environment Division implies the timely and verifiable attainment of project objectives and outcomes. The Environment Division will provide support to, and inputs for, the implementation of all project activities.

The Environment Division will nominate a high level official who will serve as the Project Manager (PM) for the project implementation and a Project Coordinator (PC) that will manage the day-to-day activities of the project. The Permanent Secretary in the Ministry responsible for the Environment will chair the Project Management Committee (PMC) and be responsible for providing government oversight and guidance to the project implementation. The PM and PC will not be paid from the project funds, but will represent a Government ‘grant’ contribution to the Project. Technical Advisory Committee (TAC), which is already established to provide technical guidance for all the GEF projects being implemented in Antigua and

Barbuda, consists of representatives from stakeholder agencies, including the private sector and NGOs. The TAC will provide technical guidance to the PC and the PM. No members of the TAC or PMC will be paid from the project and their contribution will also represent grant co-financing. UNDP will be represented on the PMC by the Deputy Resident Representative of UNDP Barbados and the OECS as well as the National UNDP Environment Focal Point.

A National Project Management Committee (PMC) will be convened by the Environment Division, and will serve as the project's coordination and decision-making body (Project Board). The PMC will include representation of UNDP Focal Point, the PS of Environment, The Deputy PS of the Ministry of Agriculture, a representative of the Ministry of Finance. The PM and the PC will attend these meetings. The PMC meetings will be chaired by the Permanent Secretary of the Ministry with responsibility for the Environment. It will meet according to the necessity, but not less than once on a monthly basis, to review project progress, approve project work plans and approve major project deliverables. The PMC is responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document.

The day-to-day administration of the project will be carried out by a Project Management Unit (PMU), comprising a Project Manager (PM), Project Coordinator and Project Assistant, who will be located within the Environment Division's offices. The PMU will, with the support of the Project Assistant, manage the implementation of all project activities. The Project Manager will liaise and work closely with all partner institutions to link the project with complementary national programs and initiatives. The PM is accountable to the PMC for the quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The PM will also be technically supported by contracted national consultants. Recruitment of specialist services for the project will be done by the PMU, in consultation with the PMC.

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

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

UNDP will assist in the administration of funds provided by GEF and UNDP itself. UNDP will be able to assist in the management of any other additional fund for co-financing this project. These arrangements will be included in the relevant Memorandum of Understanding. Contributions will be subject to internal and external audits established in UNDP rules and financial regulations.