



United Nations
Environment Programme



Global Environment
Facility

UNEP-GEF WIO-LaB PROJECT

ADDRESSING LAND BASED ACTIVITIES IN THE WESTERN INDIAN OCEAN

ANNUAL REPORT
2005

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1. Background information

Project title: Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)

Project number (if applicable): GFL/QGL-2328- 2731- 4792 GF/XG-6030-04-11

Responsible division(s)/unit(s) in UNEP:

WIO-LaB Project Management Unit, UNEP/Nairobi Convention Secretariat

Project starting date: 6th December 2004

Project completion date: 31st December 2008

Reporting period: January-December 2005

Reference to UNEP sub-programme(s) and expected accomplishment(s):

UNEP/GEF International Waters – OP 10: Contaminant-based

1.1 Overall objective(s) of the project

The broad goal of the WIO-LaB Project is to address the pertinent environmental problems, namely degradation of the marine and coastal environment due to land-based activities, in countries bordering the Western Indian Ocean (WIO). The project seeks to contribute to the sustainable management of environmental resources within the context of the overall development of countries by addressing the land-based sources of pollution that have adverse impacts on rivers, estuaries and coastal waters, as well as the associated ecosystems that sustain socio-economic livelihood systems in the region.

The Project represents a strong partnership between the WIO countries, the Norwegian Government, UNEP and GEF. The Project is designed to serve as a demonstration project of the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities (GPA) and aims to achieve three major objectives:

- Reduce stress to the ecosystem by improving water and sediment quality
- Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of GPA
- Develop regional capacity and strengthen institution for sustainable, less polluting development including the implementation of the Nairobi Convention

1.2 Financial details (budget)

		Million US\$
Cost to GEF:	Project:	4,186,140
	PDF-B :	325,000
	Subtotal GEF :	4,511,140
Co-financing:	UNEP (in kind):	375,000
	Government (in cash & kind) :	3,131,675
	Norway (in cash) :	3,395,650
	Subtotal Co-financing :	6,902,325
<i>Total Project Budget:</i>		<i>11,413,465</i>

1.3 Partners and leveraged resources

The WIO-LaB Project is implemented by the United Nations Environment Programme (UNEP) and there are two Executing Agencies namely United Nations Office for Project Services (UNOPS) and the UNEP Nairobi Convention Secretariat. The roles of these institutions are mentioned in the project document. Activities at national level are undertaken by selected National institutions in countries participating in the implementation of the project in the Western Indian Ocean (WIO).

Several new partnerships have been established. Most notably, the project has benefited from 10,000 USD in cash and 25,000 USD in in-kind co-financing from UNEP/Regional Seas Programme and the International Atomic Energy Agency (IAEA), respectively, for the execution of a regional capacity needs assessment in the field of water, sediment and biota quality monitoring. Also, UNEP/Regional Seas Programme has committed 22,000 USD in co-financing implementation of an activity on assessment of the extent of marine litter problems in the WIO region, to be executed in 2006. The latter activity would be important for the formulation of an all-inclusive Transboundary Diagnostic Analysis (TDA).

In addition to above contributions, the Government of Belgium has committed 167,000 USD towards the development of a Clearing House Mechanism/Eastern African Coastal and Marine Environment Information System.

Finally, various organizations have made preliminary commitments for co-financing of a number of demonstration project initiatives. A contribution in material supply, to the amount of EURO 80,000, is expected from the European Council of Vinyl Manufacturers (ECVM), to a demonstration project on wastewater management in Pemba, Tanzania. Also, an additional EURO 200,000 for support to demonstration projects has been promised by the Dutch NGO "Aqua-for-All".

Co-financing contributions from the before-mentioned project partners, as far as it concerns actual contributions in the year 2005, have been summarized in annex (j). For computation of these contributions, the following principles as agreed upon by the WIO-LaB Steering Committee were applied:

- (1) A standard cost coefficient of US\$ 70 per day inclusive of office support costs, salary, and benefits based upon the average tariff of a national project consultant;
- (2) A commitment of 25% of the time of each Focal Point in each of the participating country;
- (3) Actual cash contributions made during the implementation phase of the project.
- (4) A time estimate for in-kind contribution during the implementation phase of the project.

The estimated total amount of co-financing contribution for 2005 amounts to US\$ 440,500, largely in-kind. The total national contributions amounted to US\$ 219,550, or about 50% of this total, with the remaining from UNEP and international project partners.

2. Project Status

2.1 Information on the delivery of the project

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
Objective I Reduce stress to the ecosystem by improving water and sediment quality			
Ia	Establish common methods for assessing water and sediment quality	Ongoing	<p>-The inception meeting of the Regional Water, Sediment and Biota Quality Working Group was held in Durban, South Africa in the period 4-5 August 2005. The meeting that was attended by 25 participants drawn from all countries participating in the implementation of the WIO-Lab Project in the Western Indian Ocean Region, deliberated on the modalities for the implementation of activities defined in the Water, Sediment and Biota Quality Component of the WIO-LaB Project in the period 2005-2008. Report of the Workshop was published and distributed to members of the working group, Focal points and other stakeholders. The report of the meeting is available from the WIO-LaB website (www.wiolab.org).</p> <p>-Development of guidelines for monitoring and assessment of water, sediment and biota quality were deliberated during the inception meeting and relevant activities are ongoing in close collaboration with IAEA. It was agreed during the meeting that the focus of this activity would be on training laboratories on appropriate analytical methods, instead of developing a new set of written guidelines (of which many already exist). A training programme would be set up for implementation during Q2 2006.</p> <p>-Assessment of existing capacity in the WIO Region was carried out in close collaboration with IAEA. The results of the capacity needs assessment will form the basis for provision of assistance to participating laboratories.</p>
Ib	Fill gaps in priority pollutants and their sources	Ongoing	<p>-MOU has been signed with the lead National Institutions in Kenya, Tanzania, Mozambique, South Africa, Madagascar, Seychelles and Comoros for the Constitution of National Working Groups and the preparation of the National Pollution Status Reports. A list of MOUs signed with National Institutions is presented in Annex (f).</p> <p>-The Council for Scientific and Industrial Research (CSIR) of South Africa has been nominated as a Regional Activity Centre (RAC), and is already coordinating activities with National Lead Institutions, among which include Proficiency Tests organized by the International Atomic Energy Agency (IAEA) of Monaco.</p>

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
			-A Regional Water, Sediment and Biota Quality Monitoring Programme is being developed by the Regional Working Group in close liaison with IAEA of Monaco. The CSIR has finalized a first draft for discussion in the second Regional Working Group meeting scheduled to be held in Mauritius in February 2006. Priority contaminants that would be targeted in the Regional Monitoring Programme were identified during the Working Group Inception meeting held in Durban, South Africa.
Ic	Assess carrying capacity of coastal waters	Pending startup Q2 2006.	
Id	Determine and assess coastal hot spots of pollution	Ongoing	<p>-MOUs have been signed with the lead National Institutions in Kenya, Tanzania, Mozambique, South Africa, Madagascar, Seychelles and Comoros for the preparation of the National Pollution Status Reports that would also involve Hotspots Analysis. A list of MOUs signed with National Institutions is presented in Annex (f).</p> <p>- Hotspots and sensitive Areas identified during the PDF Phase of the WIO-LaB Project and African Process were discussed during the inception meeting held in Durban, South Africa. For countries that did not participate in the African process (Comoros and Madagascar) a process for identification of pollution hotspots was initiated and is now ongoing, based upon procedures as applied during the African process.</p>
Ie	Establish regional EQOs and EQSs for water and sediment quality	Pending startup in Q3 2006	
If	Develop compliance and long-term monitoring protocols and reporting	Ongoing	-Implementation plan for creation of a data base and information management system (including GIS products) accessible to all countries and externally was developed in the first quarter of the year 2005. WIO-LaB PMU is presently recruiting an Information Management Expert to undertake a user needs assessment and design the database and information system for the WIO Region. Extensive discussions have been held between the WIO-LaB PMU, UNEP/Nairobi Convention and UNEP/DEWA on the structure of the proposed Clearing House Mechanism/ Data base and information management system.
Ig	Implement demo-projects for major LBAs and pollutant sources	Ongoing	-During the 2 nd Joint Meeting of the Municipal Wastewater (MWW) and Physical Alteration and Destruction (PADH) of Habitat Regional Task Forces held in the Comoros, 22 demonstration project proposals received by the WIO-LaB PMU through the National Focal Points were extensively reviewed. The 10 most promising demonstration projects were selected by the Regional Task Forces in close liaison with WIO-LaB PMU for further development based on the selection criteria approved

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
			<p>by the Project Steering Committee. A report of the meeting was published and distributed to all members of Task Forces and Focal Points. The report of the meeting is available from the WIO-LaB website (www.wiolab.org).</p> <p>-The process for updating the 10 best demonstration project proposals (list and short description is presented in annex (i) is on course. Contracts for their implementation will be issued in 2006 following approval of the projects proposals by the Steering Committee (meeting scheduled to be held in March 2006).</p> <p>-The implementation of the two fast-track demonstration projects, both in Tanzania have been initiated by the WIO-LaB Project and preparatory activities on the ground are ongoing. The fast-track projects concerns respectively, the demonstration of low-cost wastewater and stormwater collection and treatment system for the town of Chake-Chake on Pemba island, and the demonstration of vetiver grass for prevention of erosion and leaching from a landfill site in Msimbazi river basin in Dar es Salaam.</p>
Ih	Develop guidelines and implement demo-projects on MMW management	Ongoing	<p>- A review of the global GPA guidelines on MWW Management has been initiated and discussion and stakeholder involvement processes at the national level are ongoing. Feedback from this review will be discussed in the third regional meeting of the MWW Task Force scheduled to be held in June/July 2006.</p> <p>-In regard to the identification, selection and implementation pf demonstration projects on MWW, please refer to activity Ig for a description of its status.</p> <p>-As it concerns the development of training programmes, please refer to activity IIIC.</p>
Ii	Select and implement PADH demo-projects	Ongoing	<p>- A review of the GPA Key Principles for PADH Management has been initiated and discussion and stakeholder involvement processes at the national level are ongoing. Feedback from this review will be discussed in a regional meeting of the PADH Task Force scheduled to be held in June/July 2006.</p> <p>-In regard to the identification, selection and implementation pf demonstration projects on PADH, please refer to activity Ig for a description of its status.</p> <p>-As it concerns the development of training programmes, please refer to activity IIIC.</p>
Objective II Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of the GPA			
Iia	Review gaps in national	Ongoing	-The WIO-LaB Project Legal and Technical Review Task Force inception meeting was held in

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
	legislation/regulatory frameworks		<p>Antananarivo, Madagascar, from 24th to 25th May 2005. The meeting was attended by legal and technical experts drawn from countries in the Western Indian Ocean Region that are participating in the implementation of the project. A report of the meeting, including the detailed workplan, was published and circulated to all members of the Task Force and Focal Points. The report of the meeting is available from the WIO-LaB website (www.wiolab.org).</p> <p>-Preparation of National Reports on the (a) national legal and regulatory frameworks is on course following recruitment of Regional and National Legal Experts. National Legal Experts for all participating countries (with the exception of Tanzania) have already embarked on the assignment bestowed upon them. First draft National Reports have been received from National Legal Experts from some of the participating countries. A regional workshop for review of these reports is planned to be held in March 2006.</p>
Iib	Review status of ratification of conventions	Ongoing	<p>-Preparation of National Reports on the (a) National legal and regulatory frameworks is on course following finalization of contracts of National Legal Experts. National Legal Experts for all participating countries (with the exception of Tanzania) have already embarked on the assignment. First draft National Reports on the status of ratification of international conventions have been received from National Legal Experts from some of the participating countries. A regional workshop for review of these reports is planned to be held in March 2006.</p>
Iic	Establish and implement effective regional EIA guidelines	Pending start-up in Q2 2006	
Iid	Assist countries in developing NPAs for LBAs	Most of the activities to start-up in 2006	<p>-Tanzania has submitted a draft Workplan for updating its draft National Programme of Action for the protection of the coastal/marine environment from land-based activities and to secure Cabinet endorsement of the NPA. The PMU is finalizing an MOU with the National Environmental Management Council of Tanzania (NEMC) to facilitate this, and the work is expected to be finalized by Q2 of 2006</p> <p>-Several countries have been identified, and have expressed interest to develop National Programmes of Action. Discussions have also been held with the National Focal Points of Kenya, Mauritius, Seychelles and South Africa on the modalities of initiating activities on NPA in these countries. It is envisaged that Seychelles and Kenya will start the NPA development in Q2 2006.</p>
Iie	Develop and adopt protocol to the Nairobi Convention	Ongoing	<p>- The development of the LBS protocol was discussed during the Regional Legal and Technical Review Task Force inception meeting held in Antananarivo, Madagascar in the period between 24th and 25th</p>

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
			<p>May 2005. The meeting was attended by legal and technical experts drawn from countries in the Western Indian Ocean Region that are participating in the implementation of the project. Report of the meeting was published and circulated to all members of the Task Force and Focal Points. The report of the meeting is available from the WIO-LaB website (www.wiolab.org).</p> <p>For coordination of the legal works, a Regional Expert has been recruited and work on the development of Land-based sources (LBS) Protocol for the Nairobi Convention is progressing well. The first draft of the LBS Protocol has been reviewed by UNEP/GPA, UNEP/Nairobi Convention, WIO-LaB PMU and UNEP/DPDL. Following the review of the first draft, a second draft is now available for review by the regional Legal and Technical Review Regional Task Force in a meeting scheduled to be held in March 2006.</p>
IIf	Promote and enhance ICARM principles	Ongoing	-Initial consultations with key stakeholders were held in Mozambique in September 2005. Following the outcomes of this meeting an MOU between the PMU and the National Focal Point Institute in Mozambique (MICOA) is being drafted for further elaboration of the Incomati ICARM demonstration project. The work is expected to commence during Q1 2006.
IIg	Establish a regional IW coordination mechanism	Ongoing	<p>-The first WIO-LaB Project Informal International Waters Forum was successfully held in Mauritius on 31st August 2005. The meeting brought together Project Coordinators of the three main GEF Projects (WIO-LaB, ASCLME, and SWIOFP) including NEPAD, UNEP/Nairobi Convention, UNEP/GPA, ACEP and a total of approximately 80 individual interested stakeholders in the WIO Region. A report of the event is available at the WIO-LaB website (www.wiolab.org).</p> <p>-A Draft Programme Coordination Plan has been developed by the project/task managers of the three GEF projects (WIO-LaB, ASCLME and SWIOFP), which foresees the establishment of a programme Coordination Committee, consisting of Project Managers and representatives of the three GEF projects. The Committee will function as a structure for coordination of the annual workplans of the three projects, as well as individual activities in the field of capacity building, stakeholder involvement and awareness, as well as technical survey work and data management, in order to create maximum synergy between the projects. Furthermore, the three projects will jointly work towards development of a Transboundary Diagnostic Analysis and Strategic Action Plan (see also activity IIIh).</p>
Objective III Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention and its protocols			
IIIa	Establish WIO-LaB PMU	Completed	-WIO-LaB PMU is now fully established within the UNEP/Nairobi Convention Secretariat and the

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
			<p>Project Manager, Project Scientist and Secretary/Project Assistant are onboard following recruitment by UNOPS.</p> <p>-A Monitoring and Evaluation Plan has already been developed and circulated to all relevant stakeholders including the Focal Points. A copy of this Plan is presented in Annex (k).</p>
IIIb	Strengthen EAF/RCU and NCS as Regional Seas coordination unit for WIO region	Ongoing	<p>-There have been continuous discussions with UNEP/Nairobi Convention Secretariat on the implementation of various project activities that are aimed at improving capacity at the Secretariat.</p> <p>-Efforts to recruit an additional staff member for the Nairobi Convention Secretariat are ongoing.</p> <p>-Consultations with stakeholders were undertaken through the Nairobi Convention Focal Points Forum held in Dar es Salaam, Tanzania in November 2005. Among others, strategies for provision of support to the WIO-LaB Project National Focal Points were established, and the Nairobi Convention workplan and priorities were discussed. The two most important outcomes from these deliberations, as far as the WIO-LaB project is concerned, was first of all the acknowledgement of the need to strengthen the National Focal Points in their role related to the promotion of national stakeholder involvement, i.e. the organization of national inter-ministerial committees, task forces and working groups, as well as information exchange and interaction with various national stakeholders. Secondly, the meeting recommended co-operation between the project and the Regional Seas Programme in the execution of a region-wide marine litter assessment, as an add-on the existing project workplan.</p> <p>-WIO-LaB Project Coordination meeting reports that contains inventory of ongoing activities (including progress in the implementation of the project) are shared with the Nairobi Convention Secretariat on a weekly basis through sharing of reports of the project's weekly coordination meetings.</p> <p>-WIO-LaB Project Management Unit also maintains close contacts and collaboration with UNEP/GPA and Regional Seas Programme in the implementation of various activities.</p> <p>-An analysis of the long-term sustainability of the project was executed, and strategies to sustain the benefits and impacts of the project after its lifetime were developed. The results of this analysis are presented in a draft Sustainability Strategy, for discussion in the next Project Steering Committee.</p>
IIIc	Determine and satisfy training needs for LB sources and activities	Ongoing	<p>-WIO-LaB Project has sub-Contracted WIOMSA to execute a Training and Educational Needs Assessment in participating countries in the WIO Region. WIOMSA has already embarked on the assignment and the Regional Consultant briefed the MWW and PADH Regional Task Forces on the</p>

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
			<p>modalities of implementation of assessment programme. Questionnaires targeting land-based sources and activities (LBS) have been distributed to all members of Task Forces and Working Groups established by WIO-LaB Project. Consultant Report including the Training Programme is expected in the first quarter of 2006. Targeted Training programmes will be implemented following submission of the needs assessments report.</p> <p>-A first training session on the Law of the Sea for the Legal Experts and National Focal Points participating in the project is scheduled to be held in March 2006. The training will be conducted by UNEP GRID/Arendal.</p>
III d	Develop educational programs on LB sources and activities	Ongoing	-Please refer to activity III c.
III e	Develop public-private partnerships	Ongoing	<p>- The WIO-LaB Project Steering Committee is now fully established and the first meeting was held on 22nd April 2005 in Dar es Salaam, Tanzania. The Steering Committee is made up of the National Focal Points, representatives of Non-Governmental Organizations such as WWF, IUCN and WIOMSA as well as other GEF Funded International Waters Projects that will be implemented in the region. A report of the first meeting was published and circulated to all members.</p> <p>-Public-private partnership (PPP) identification and design of PPP strategies has been integrated into the process of identification and design of potential demonstration projects. So far, both fast-track demonstration projects involve public-private partnership, as do half of the 10 most promising demonstration projects selected by Regional Task Forces in close liaison with WIO-LaB PMU have public-private sector partnerships.</p> <p>-Preliminary commitments were received for 80.000 EURO worth of co-financing from private sector (European Council for Vinyl manufacturers) to a demonstration project on wastewater management of Pemba, Tanzania.</p>
III f	Identify and strengthen stakeholder participation in LBS issues	Ongoing	<p>-A Stakeholder Participation Plan (SPP) has already been developed and circulated to the National Focal Points for their comments and inputs. National SPPs are being prepared by the national Focal Points.</p> <p>-The first WIO-LaB Project newsletter was published and circulated widely in the WIO Region. The second issue is under preparation and will be ready by the end of February 2006. A project brochure was prepared and distributed to all stakeholders. A project website has been developed, and put on</p>

	Activity/Output	Status	Results/Impact (measured against the performance indicators stated in the project document)
			<p>line including interactive discussion forums for wide-scale stakeholder involvement (www.wiolab.org).</p> <p>-A Monitoring and Evaluation Plan for the project has been prepared, including concrete parameters for measuring performance. The plan was circulated to all Steering Committee members for comments, and subsequently endorsed (document available from www.wiolab.org).</p>
IIIg	Implement small-grants programme	Ongoing	<p>-Initial discussions were held between WIO-LaB PMU and UNDP-GEF Small Grants Programme on the modalities of implementation of this activity in the period 2006 to 2007.</p> <p>-A concept note containing terms of reference on the Small Grants Programme has been prepared and will be submitted to the Project Steering Committee for approval in March 2006. Targeted thematic areas that are relevant the WIO-LaB Project will be factored into this SGP on a country-by-country basis.</p>
IIIh	Update TDA and SAP	Pending start-up in 2007	<p>-Discussions on coordination of TDA/SAP preparation were held with the UNDP/GEF ASCLME (Agulhas and Somali Current Large Marine Ecosystem) project and the World bank/GEF SWIOFP (Southwest Indian Ocean Fisheries) project. During the meeting all the three projects agreed on a work plan and a coordination mechanism has been established (see also activity iig).</p>
IIIi	Develop East-African node of GPA Clearinghouse Mechanism (CHM)	Ongoing	<p>-General agreement on approach and design of the Eastern African Coastal and Marine Environment Information and Data-Base, as well as node of GPA Clearinghouse Mechanism (CHM) has been finalized in close collaboration with UNEP/Nairobi Convention Secretariat, UNEP/GPA and UNEP/DEWA. The Government of Belgium has provided substantial co-financing (167,000 USD) for this activity.</p> <p>-Recruitment of an Information Management Expert is being finalized. The Information Management Expert will assist in the execution of a user needs assessment study, and design of the system. This assignment will start by the end of January 2006.</p>

2.2 Report on changes/delays in project delivery and details of remedial action

The Project is proceeding well and the implementation of most of the activities has generally been on schedule. Some of the problems experienced in the year 2005 include the following:

- There was a delay in the signing of the MOU for implementation of activities on water and sediment quality assessment and monitoring by some of the Lead National Institutions. This subsequently caused a delay in the submission of reports and necessitated extension of deadlines for submission of agreed outputs. Deadlines have been adapted in such away that the overall workplan for this project component remains on track.
- The process of identifying and selecting National Legal Experts by the National Focal Points was slow and this delayed the recruitment process. This necessitated amendment of the deadlines for submission of agreed outputs. However, work on the review of the policy, legal and institutional frameworks and the review of the status of ratification of relevant environmental conventions by the participating countries is now in progress, and the activity therewith remains on track with the overall workplan.
- There has been considerable delay in the submission of a request for finalization of National Programmes of Action (NPA) for Tanzania. However, a draft MOU has now been developed and the activity is anticipated to start in January 2006. Also, requests from other three countries that have been identified by the project, namely Kenya, Seychelles and Mauritius have not been forthcoming, although discussions with the Focal Point Institutions are still ongoing. Despite a delay in Tanzania, the overall project component on NPAs is anticipated to remain on track.
- The demonstration project on Integrated Coastal Area and River basin Management (ICARM) in the Incomati river basin in Mozambique had a slow start, partly due to senior staff changes at the National Focal Point Institution (MICOA) in Mozambique, and partly due to slow political processes at the level of the Tripartite Committee for the Incomati river basin (of which Mozambique, South Africa and Swaziland are members). Consequently, work on this project component did not commence in 2005. The WIO-LaB PMU, with the assistance of the Dutch Institute for Coastal Area Management (RIKZ), has actively participated in discussions at the level of the Tripartite Committee. Also, meetings with the relevant stakeholders have taken place and a draft MOU is currently being established with MICOA of Mozambique in order to develop a detailed project implementation plan. Activities on the ground are now anticipated to start in Q1/Q2 2006 (instead of Q3 2005).
- The quality of proposals for demonstration projects varies considerably. Among others, proposals often lack sound strategies for ensuring sustainability and replicability, stakeholder involvement including public-private partnerships, as well as monitoring and evaluation of project results and impacts. Considerable efforts have been made to improve the demonstration project proposals, among others through a detailed review of the proposals by the WIO-LaB PMU and through the organization of dedicated meetings of the Regional MWW and PADH Task Forces. Updated versions of the projects are presently being prepared, but it is likely that some demonstration projects will require additional rounds of reviewing and updating before they are ready for implementation. Notwithstanding the above, the overall activity on demonstration projects is still well on track.
- Activities on the development of the Eastern African Coastal and Marine Database and Information System, which would also function as a regional node for the GPA Clearinghouse Mechanism, have been deliberately delayed in anticipation of a substantial

amount of co-financing contribution from the Belgian Government. Since this co-financing nearly doubles the amount available for this activity, the design of this product was affected and could consequently not commence until such confirmation was received. Confirmation from the Belgium Government has now been received, and activities have already begun to be implemented, commencing January 2006, in order to catch up with the delay of approximately 6 months.

- A major bottleneck in the implementation of the project activities has appeared to be the limited capacity (both in terms of human and financial resources) of the Projects National Focal Points. Most of the delays mentioned above are actually related to this limitation. Provision of support to the Focal Points was not foreseen during project development stage. However, in cooperation with the Nairobi Convention Secretariat, a program for provision of support to the National Focal Point Institutions is now being formulated, essentially consisting of two parts:
 - A program of support to the general functioning of the National Focal Points Office, which is financed from the Nairobi Convention trust fund;
 - A program of support to national stakeholder coordination activities, including functioning of national task forces and inter-ministerial committees, financed from the WIO-LaB Project budgets.

Country-specific details for these two support programs are presently being worked out. Furthermore, to support coordination and cooperation with national institutions in the WIO region, the project has supported, together with the Nairobi Convention and WIOMSA, the establishment of a Forum of Heads of Academic and Research Institutions (FARI). Two regional meetings of this forum were already organized in 2005, and an official launch was hosted by WIO-LaB Project during the Informal International Waters Forum organized by the project on 31 August 2005 in Mauritius.

3 List of documents annexed

- (a) List of Meetings held in the year 2005
- (b) List of participants of meetings held in the year 2005
- (c) Publications/Reports of meetings
- (d) Technical Information / Public Information Documents
- (e) Other Outputs/Activities
- (f) Sub-contracts
- (g) Contracts with experts
- (h) Project workplan
- (i) List and brief description of actual and potential WIO-LaB demonstration projects
- (j) Overview of cash and in-kind co-financing contributions from project partners.
- (k) Project Monitoring and Evaluation Plan

Annex (a): Meetings held in the year 2005

No	Meeting Type	Title	Venue	Dates	Convened by	Organized by	No. of Participants	List attached Yes/No	Report issued as doc no	Lang.	Dated
1.	Expert Group Meeting	Inception Meeting of the Municipal Wastewater (MWW) Task Force	White Sands Hotel, Dar es Salaam	19 th April 2005	PMU	NEMC	26	Yes	UNEP/GEF/WIOLAB/MWW.1/6	English	1/6/05
2.	Expert Group Meeting	Inception Meeting of the Physical Alteration and Destruction (PADH) of Habitat Task Force	White Sands Hotel, Dar es Salaam	20 th April 2005	PMU	NEMC	27	Yes	UNEP/GEF/WIOLAB/PADH.1/6	English	1/6/05
3.	Inter-governmental Meeting	1 st Meeting of the Project Steering Committee (PSC)	White Sands Hotel, Dar es Salaam	21 st April 2005	PMU	NEMC	23	Yes	UNEP/GEF/WIOLAB/PSC.1/4	English	1/6/05
4.	Stakeholder Meeting	Forum for the Heads of Academic and Research Institutions in the Western Indian Ocean Region (FARI)	White Sands Hotel, Dar es Salaam	22 nd April 2005	Nairobi CS; WIOMSA; PMU	WIOMSA	10	No	N/A		
5.	Other	Meeting on establishment of a WIO Sustainable development endowment Trust Fund	UN Gigiri, Nairobi	9 May 2005	PMU	PMU	5	No	N/A	English	27/5/05
6.	Expert Group Meeting	Inception Meeting of the Legal and Technical Review Task Force	Hotel Colbert, Antananarivo	24-25 th May 2005	PMU	ANGAP	20	Yes	UNEP/GEF/WIOLAB/LTF.1/11	English	30/6/05
7.	Expert Group Meeting	Inception meeting on the Water, Sediment and Biota Quality Working Group	Durban, South Africa	4-5 th August 2005	PMU	CSIR	25	Yes	UNEP/GEF/WIO-LaB/WSQ1/2005	English	5/8/05
8.	Stakeholder Meeting	National Stakeholder Meetings Comoros	Moroni, Comoros	16 August 2005	NFP Comoros	DNE	22	No	N/A	French	Dec. 2005

No	Meeting Type	Title	Venue	Dates	Convened by	Organized by	No. of Participants	List attached Yes/No	Report issued as doc no	Lang.	Dated
9.	Stakeholder Meeting	Forum for the Heads of Academic and Research Institutions in the Western Indian Ocean Region (FARI)	Grand Bay, Mauritius	29 th Aug. 2005	Nairobi Convention/ WIOMSA/ PMU	WIOMSA	20	No	N/A	English	31/8/05
10	Inter-governmental Meeting	WIO-LaB Project Informal International Waters Forum	Grand Bay, Mauritius	31 st Aug 2005	PMU	WIOMSA & PMU	80	No	N/A	English	31/8/05
11.	Expert Group Meeting	2 nd Joint Meeting of the Municipal Wastewater (MWW) and Physical Alteration and Destruction (PADH) of Habitat Regional Task Forces	Moroni, Comoros	26-28 th Oct. 2005	PMU	DNE	30	Yes	UNEP/GE F/ WIO-LaB/ MWW/P ADH.2/20 05	English	28/10/05

DNE : Direction Nationale de l'Environnement, des Forêts et des Stratégies Agricoles, Comoros

MOE : Ministry of Environment and National Development Unit, Mauritius

ANGAP: Association Nationale pour la Gestion Des Aires Protégées, Madagascar

NEMC : National Environmental Management Council, Tanzania

WIOMSA : Western Indian Ocean Marine Science Association, Zanzibar

CSIR : Council for Scientific and Industrial Research, South Africa

PMU: WIO-LaB Project Management Unit

Annex (b): List of participants in meetings

Note: numbers refer to meetings specified under Annex a.

No.	Name of the Participant	Nationality
1	Fatouma Ali Abdallah Kassim Halidi Soule Hamidou Hamada Ali Mohamed Daniel Munga Saeed Mwaguni Abdulrahim Kheir Johnson Kitheka Chantal Andrianarivo Daisy Ratna Tatur Ramasamy Flavien Joubert Yazeed Petersen Shavhani Mukwevho Ashley Naidoo	Comoros Kenya Madagascar Mauritius Seychelles South Africa
	Magnus Ngoile J. B. Alawi Karoli Njau J. M. Daffa Ritha Saidi Lewis Nzali Ruzika N. Muheto Melania Sangau Julius Francis Cees van de Guchte Peter Scheren James Leten	Tanzania Dutch Belgium
2	Fatouma Ali Abdallah Soule Hamidou Hamada Ali Mohamed Pamela A Abuodha Salome Machua Johnson Kitheka Chantal Andrianarivo Richard Noelson Raharijaona Daisy Ratna Tatur Ramasamy Flavien Joubert Shavhani Mukwevho Ashley Naidoo Magnus Ngoile Christopher A Muhando Rosemarie Mwaipopo A.M. Dubi J. M. Daffa Ritha Saidi Rewis Nzali Ruzika N. Muheto Melania Mary Sangeu Norbert Mtangu Julius Francis Cees van de Guchete Peter Scheren Barbro Thomsen	Comoro Kenya Madagascar Mauritius Seychelles South Africa Tanzania Dutch Norway

No.	Name of the Participant	Nationality
	James Leten	Belgium
3	Fatouma Ali Abdallah Ali Mohamed Johnson U. Kitheka Dixon Warunge Chantal Andrianarivo Daisy Ratna Tatur Ramasamy Flavien Joubert Shavhani Mukwevho Magnus Ngoile J. Daffa Melania Mary Sangeu Amani Ngusaru Hoseni Damasi Norbert Mtangu Julius Francis Philipp von Waechter Barbro Thomsen Bill Lane Melita Samoilys David La Roche Peter Scheren Cees van de Guchte James Leten	Comoro Kenya Madagascar Mauritius Seychelles South Africa Tanzania German Norway USA Canada Dutch Belgium
5	Ali Mohammed Dixon Waruinge Johnson Kitheka Tony Ribbink Peter Scheren	Kenya South Africa Dutch
6	Fatouma Ali Abdallah Moammed Najib Nidhoim Attoumane Tom Mark Mboya Akunga Momanyi Dixon Waruinge Johnson Kitheka Chantal Andrianarivo Lalaoarisoa Raheliarijaona Nina Andrianarivo Jane Razanamiharisoa Gatree Manna Nashreen Soogun Renato Mazavila Numdio Manhique Domingos Gove Jason Jacqueline Alicia Magabe Isabel Martinez Peter Scheren	Comoros Kenya Madagascar Mauritius Mozambique Seychelles Tanzania Venezuela The Netherlands
7	Fatouma Ali Abdallah Hamza Abdou Azali Said Omar Hamidou Ali Mohamed Daniel Munga Mwakio Tole Johnson Kitheka	Comoros Kenya

No.	Name of the Participant	Nationality
	Chantal Andrianarivo Mong Yves Jean Michel Rakotonirina Bertin Pierre Nashreen Soogun Alex Radhay Devindra Nath Dindoyal Joseph Rath Vivian Radegonde Shavhani Mukwevho Ashley Naidoo David Roland Polycarpo Napica Roda Muvunga-Luis Antonio Hogueane Salim Mohamed John Machiwa Peter Scheren Stephen de Mora	Madagascar Mauritius Seychelles South Africa Mozambique Tanzania Dutch Canadian
11	Fatouma Ali Abdallah Soulé Hamidou Hamada Ahmed Bacar Abdallah Abdallah Ahmed Soilihi Daniel Munga Saeed Mwaguni Salome Machua Johnson Kitheka Richard Noelson Raharijaona Kevin Ruhomaun Henna Ramdour Mong Yves Jean Michel Alcina Manhica Kevin Ruhomaun Henna Ramdour Alex Radhay Heymant Kumar Beekee Ashley Naidoo David Roland Jeremiah M. Daffa Salim Mohammed Christopher Muhando Karoli Njau Sengeu Melania Peter Scheren	Comoros Kenya Madagascar Mozambique Mauritius South Africa Tanzania Dutch

Annex (c): Publications/Reports of meetings

No	Type	Title	Author(s) / Editor(s)	Publisher	Publication Date	Distribution List Attached Yes/No
1.	Meeting report	Report of the MWW Regional Task Force Inception Meeting	Johnson Kitheka Peter Scheren	UNON Printshop	1 June 2005	Meeting participants and NFPs, published and also on website
2.	Meeting report	Report of the PADH Regional Task Force Inception Meeting	Johnson Kitheka Peter Scheren	UNON Printshop	1 June 2005	Meeting participants and NFPs, published and also on website
3.	Meeting report	Report of the 1 st PSC Meeting	Peter Scheren	UNON Printshop	1 June 2005	PSC members, published and on website
4.	Information document	WIO-LaB Project Brochure	Peter Scheren Johnson Kitheka	UNON Printshop	8 June 2005	Meeting participants and NFPs, published and on website
5.	Meeting report	Report of the Legal and Technical Review Regional Task Force Inception Meeting	Johnson Kitheka Peter Scheren	UNON Printshop	30 June 2005	Meeting participants and NFPs, published and on website
6.	Meeting report	Report of the Water, Sediment and Biota ad hoc Working Group Regional Inception Meeting	Johnson Kitheka, Peter Scheren	UNON Printshop	December 2005	Meeting participants and NFPs, published and on website
7.	Meeting report	Report of the Joint 2 nd MWW and PADH Regional Task Force Meeting	Johnson Kitheka, Peter Scheren	UNON Printshop	December 2005	Meeting participants and NFPs, published and on website
8.	Meeting report	Report of the WIO-LaB Project International Waters Forum	Johnson Kitheka, Peter Scheren	WIO-LaB PMU	September 2005	PSC members, published and on website
9.	Information document	WIO-LaB Project Newsletter-Insight	Peter Scheren, Neeeyati Patel, Johnson Kitheka	UNON Printshop	July 2005	To all WIO-LaB key stakeholders, published and on website
10.	Technical document	Project Sustainability Strategy	Peter Scheren, Neeeyati Patel, Johnson Kitheka	WIO-LaB PMU	December 2005	Published and on website

No	Type	Title	Author(s) / Editor(s)	Publisher	Publication Date	Distribution List Attached Yes/No
11.	Technical document	Project Monitoring and Evaluation Plan	Peter Scheren, Neeyati Patel, Johnson Kitheka	WIO-LaB PMU	August 2005	PSC members, published on website
12.	Technical document	Stakeholder Involvement Plan	Peter Scheren, Neeyati Patel, Johnson Kitheka	WIO-LaB PMU	November 2005	NFPs, published on website
13.	Meeting report	Report of Meeting on Establishment of a WIO Sustainable Development Endowment Trust Fund	Peter Scheren, Tony Ribbink	WIO-LaB PMU	May 2005	Meeting participants
14.	Meeting report	National Stakeholder Meeting, Comoros	Fatouma Abdallah	Ministère de l'Environnement, Comoros	November 2005	Meeting participants
15.	Meeting report	National Stakeholder Meetings, South Africa	Shavani Mukwevo	Department of Environmental Affairs and Tourism, South Africa	November 2005	South African stakeholders
16.	Meeting report	Meeting of the Forum of Heads of Academic and Research Institutions in the WIO Region (FARI)	Julius Francis	WIOMSA	N/A	

Annex (d): Technical Information / Public Information Documents

No	Description	Date
1.	Project Website	1 st June 2005
2.	Project Brochure	1 st July 2005
3.	Project newsletter	31 st July 2005

Annex (e): Other Outputs/Activities

No	Description	Date
1.	Participation of the Project Manager, Project Scientist and Project Assistant in Coordination Meetings, Nairobi, Kenya	Continuous
2.	Participation of the Project Manager and Project Scientist in UNEP/DGEF weekly staff meetings, Nairobi, Kenya	Continuous
3.	National Stakeholder Meetings (3) in South Africa	July 2005
4.	Participation of the Project Manager and Project Scientist in the inception meeting on the Water, Sediment and Biota Quality Working Group, Durban, South Africa	4-5 th August 2005
5.	Coordination meeting of the Project Manager with the Department of Environment, Cape Town, South Africa.	1-2 August 2005
6.	Coordination meeting of the Project Manager with the national focal point institution in Mauritius	2 September 2005
7.	Coordination meeting of the Project Manager with the national focal point institution in Tanzania	17 November 2005
8.	Coordination meeting of the Project Manager and Project Scientist with the national focal point institution in Kenya	22 August 2005
9.	Coordination meeting of the Project Manager and Project Scientist with the national focal point institution and other stakeholders in Comoros	24-25 October 2005
10.	Participation of the Project Manager in the Steering Committee meeting of the UNDP/GEF ASCLME project, Mauritius.	1-2 September 2005
11.	Participation of the Project Manager and Project Scientist in the 2 nd Joint Meeting of the Municipal Wastewater (MWW) and Physical Alteration and Destruction (PADH) of Habitat Regional Task Forces, Moroni, Comoros	26-28 th October 2005
12.	Participation of the Project Manager and Project Scientist in the 4 th WIOMSA Scientific Symposium, Mauritius	30 August-1 September 2005
13.	Participation of the Project Manager and Project Scientist in the 3 rd Mauritius National Oceans Science Forum	29 August 2005
14.	Coordination meetings of the Project Manager with the new Minister of Environment, as well stakeholders and national focal point institution in Mozambique	5-6 September 2005
15.	Participation of the Project Manager in a meeting with the Directorate of Environment and Institute of Marine Sciences (IMS), Zanzibar, as well as stakeholders of the Pemba demonstration project, Tanzania	16 th Nov 2005
16.	Participation of the Project Manager in a meeting with the Stakeholders of the Vetifer Grass Demonstration Project, Dar es Salaam, Tanzania	17th Nov 2005
17.	Participation of the Project Manager in the UNEP/Nairobi Convention Focal Point Forum, Dar es Salaam, Tanzania	18 th Nov 2005

Annex (f): Sub-contracts

No.	Name of sub-contractant	Country	Objective of the contract
	National Environmental Management Council (NEMC)	Tanzania	Organization of the inception meetings of the Municipal Wastewater Management (MWW) and Physical Alteration and Destruction of Habitats (PADH) Regional Task Forces and Project Steering Committee.
	Association Nationale pour la Gestion des Aires Protégées (ANGAP)	Madagascar	Organization of the inception meeting of the Legal and Technical Review Regional Task Force.
	Direction Nationale de l'Environnement, des Forêts et des Stratégies Agricoles (DNE)	Comoros	Organization of a National Stakeholder Meeting
	Direction Nationale de l'Environnement, des Forêts et des Stratégies Agricoles (DNE)	Comoros	Organization of the second meetings of the Municipal Wastewater Management (MWW) and Physical Alteration and Destruction of Habitats (PADH) Regional Task Forces.
	Council for Scientific and Industrial Research (CSIR)	South Africa	Organization of the inception meeting of the Water, Sediment and Biota Quality Monitoring and Assessment Regional Working Group
	Institute of Marine Sciences (IMS), Zanzibar	Tanzania	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	Kenya Marine and Fisheries Research Institute (KMFRI)	Kenya	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	National Environment Management Authority (NEMA)	Kenya	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	National Laboratory for Food and Water Safety (LNHAA)	Mozambique	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	Ministry of Environment and Natural Resources (MENR)	Seychelles	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	Institut National de Recherche pour l'Agriculture, la Pêche et l'Environnement (INRAPE)	Comoros	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	Centre National de Recherches sur l'Environnement (CNRE)	Madagascar	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	Council for Scientific and Industrial Research (CSIR)	South Africa	Lead National Institution for Water, Sediment and Biota Quality Monitoring and Assessment
	Western Indian Ocean Marine Sciences Association (WIOMSA)	Tanzania	Organization of the first WIO Informal International Waters Forum
	Western Indian Ocean Marine Sciences Association (WIOMSA)	Tanzania	Regional training and educational needs assessment
	Council for Scientific and Industrial Research (CSIR)	South Africa	Regional Activity Centre for Water, Sediment and Biota Quality Monitoring and Assessment

Annex (g): Staffing details (personnel, experts, consultants)

No.	Name of expert	Nationality	Functional title
1.	Peter Scheren	Dutch	Project Manager
2.	Johnson Kitheka	Kenyan	Project Officer/Env. Scientist
3.	Neeyati Patel	Kenyan	Project Assistant
4.	Angelina Musera	Kenyan	Project Assistant
5.	Akunga Momanyi	Kenyan	Regional Legal Expert
6.	Koki Mbulu	Kenya	National Legal Expert
7.	Hassan Ahamada	Comores	National Legal Expert
8.	Jean Emile Andrianasolonjanahary	Madagascan	National Legal Expert
9.	Gaitree Jugessur-Manna	Mauritian	National Legal Expert
10	Espírito Santo de Alegria Francisco Monjane	Mozambican	National Legal Expert
11	Iris Carolus	Seychellois	National Legal Expert
12	Jan Ignacy Glazewski	South African	National Legal Expert

[illegible]

Annex (i): List and brief description of actual and potential WIO-LaB demonstration projects

	Country	Title of the project	Submitting Institution	Short description of the project
1.	Mauritius	A pilot project to determine the potential of native species to control soil erosion within the Black River Gorges National Park	National Parks and Conservation Service	This pilot project will demonstrate the feasibility of using native plants to reduce land degradation and erosion on a ten hectare plot of land within the Black River Gorges National Park in Mauritius which has been cleared in the past to provide pasture for deer. Upgrading of access roads and the creation of storm drains in this area will also be carried out to reduce problems associated with surface runoff, while increasing access for visitors to the park. The area will be used as a demonstration area for the sustainable land management using native vegetation species.
		Waste Management at Port Louis Harbour, Mauritius	Port Emergency and Environment Unit Mauritius Ports Authority Mer Rouge Port Louis	The proposed project aims to demonstrate an integrated approach to the management of solid waste in the Port Louis Harbour. The project includes activities for the prevention of influx of domestic waste entering the port area, the influx of oily and other wastes from on- and offshore activities, and the collection and disposal of such wastes in an environmentally safe manner. The project will also provide port based industries and stakeholders with facilities for their waste disposal. The project is based upon a strong partnership between government, the Port Authorities, port users and other stakeholders.
2.	Kenya	Supporting the development of integrated forest management for mitigating physical alteration of mangrove habitats in Kenya	Kenya Marine and Fisheries Research Institute	This project aims at demonstrating activities on the rehabilitation, conservation and sustainable utilization of mangrove resources, through capacity building activities, rehabilitation of degraded areas and the formulation of operational management plans. The main outputs are: a review of existing information and knowledge on mangrove resources in Kenya; three conservation and rehabilitation trials established through participatory method; at least 40 foresters, practitioners and decision-makers trained on mangrove rehabilitation, conservation, and utilization; and an operational management plan for the mangroves of the pilot area.
		A wetland-lagoon system for wastewater management at Shimo La Tewa Prison, Mombasa, Kenya	Coast Development Authority	The overall goal of the proposed project is to demonstrate a sustainable manner of pollution control of Mtwapa mangrove-fringed Creek by designing and constructing a coupled wetland-lagoon sewage treatment system at Shimo la Tewa Prison in Mombasa. The aim is to

	Country	Title of the project	Submitting Institution	Short description of the project
				treat both grey water and sewage emanating from the prison premises by use of natural systems with minimum energy requirements (minimize the utilization of pumps and mortars). Opportunities for recycling of treated wastewater for irrigation and aquaculture will be investigated, and capacity will be build at the prison to adequately manage and maintain the system. The proposed natural system is easy to maintain and sustainability is assured through collaboration with the Municipal Council of Mombasa and the Prison operators.
3.	South Africa	Demonstration of Integrated Algal Ponding System (IAPS) technology for the polishing and beneficiation of effluent from municipal sewage treatment facilities	Department of Environmental Science Rhodes University Grahamstown	The project aims at demonstrating the benefits of the Integrated Algal Ponding System technology to coastal communities. Integrated Algal Ponding System technology has proven to be highly effective for the treatment of municipal wastewater and for polishing of treated effluent from conventional sewage treatment systems. Advantages of this technology are its low cost, ease of operation and the production of algal biomass (freshwater or marine) as a by-product, which is of commercial value as a fertilizer and a protein-rich animal feed.
4.	Mozambique	Towards sustainable mangrove management in Mozambique through reduction of anthropogenic pressure on the ecosystem	Grupo de Trabalho Ambiental (GTA)	The proposed Project aims at contributing towards the enhancement of the productivity, stability as well as the functional integrity of mangrove ecosystems in Mozambique through knowledge sharing of the best land and resource use practices and implementation of demonstrative projects for reduction of destructive land based activities in a selected demonstration site (Lumbo) located in the vicinity of Ilha de Moçambique and Nacala Porto, in the province of Nampula. The focus of the project is on: improving understanding of the mangrove socio-economic, ecological and cultural values for increased awareness on mangrove value and on the need for their conservation; demonstrating the feasibility of reducing the pressure on the mangroves through creation of alternative sources of energy and building materials, and; demonstrating the feasibility of reducing pressure on the mangroves through creation of alternative livelihood activities other than direct exploitation of mangrove trees and extensive salt mining and prawn culture.

	Country	Title of the project	Submitting Institution	Short description of the project
5.	Comoros	Projet d'aménagement, de protection et de gestion intégrée des plages a Itsamia Mohéli, Union des Comores	Association pour le Développement Socio-économique d'Itsamia (ADSEI)	The project aims at demonstrating Integrated Coastal Zone Management practices at a selected demonstration site on Itsamia beach, in the area of Mohéli Marine Protected Area, on the island of Mohéli. The project aims, in this respect, at limiting pressures from land-based activities on the ecosystem through the construction of public sanitary facilities, replantation of coastal vegetation, and the establishment of a controlled landfill. The project, furthermore, intends to raise public awareness among the local population and visiting tourists, through the construction of an observatory for watching locally endemic sea turtles, the latter also serving as a source of revenue for the sustenance of the planned infrastructures.
6.	Madagascar	Système de traitement des eaux usées municipales par marais artificiel, à Fort Dauphin	Institut Halieutique et des Sciences Marines / Centre National de Recherches sur l'Environnement (IHSM/CNRE)	The objective of this project is to demonstrate the application of a constructed wetland wastewater treatment system for treatment of sewage from the city of Fort Dauphin. In order maximize benefits of the system, and to ensure its sustainability, the project envisages exploring opportunities for the use of treated water and biomass material for economic benefits. Among others, this would include among others, the creation of a fish pond (Tilapia) in connection to the treatment plant. The project will furthermore involves community-participation and will be combined with a community awareness program.
		Développement de l'écotourisme dans le Parc Marin du Grand Récif de Toliara	Parc-National Madagascar- Association Nationale pour la Gestion des Aires Protégées	The project focuses on the development of ecotourism activities in conjunction with the creation of a new Marine Protected Area (MPA) around the coral-reefs of Toliara by WWF. The principal objective of this ecotourism development is to support the socio-economic development of the region, and the livelihoods of local communities more in particular, as well as to ensure sustainable management of the MPA. The project foresees, in particular, the creation of an Information Center for the MPA, which will inform tourists and provide tourist services to them. Also, activities will be undertaken to involve the local population and stakeholder groups in the management of the park.

	Country	Title of the project	Submitting Institution	Short description of the project
7.	Tanzania	Management of wastewater in unsewered (unplanned areas) in developing countries –Dar es Salaam	National Environment Management Council (NEMC)	The main objective of the project is to develop the application of a condominal sewer system, as a low-cost technology for the urban poor in un-planned areas of Dar es Salaam. The project, in this respect, includes the collection of baseline information, the introduction of new technology, by designing an appropriate system as a model for application of a condominal sewer technology for unplanned areas, the construction of pilot schemes, as well, as activities geared at public awareness of the population.
		Potential use of Vetiver Grass in constructed wetland and erosion protection activities in Msimbazi Creek, Dar es Salaam <i><u>Fast-track project: Ongoing</u></i>	National Environment Management Council (NEMC)	The project aims at protecting the marine and coastal environment of Dar es Salaam. The project will demonstrate the potential use of vetiver grass in erosion control and leachate treatment. The chosen site is a 400m stretch along the Msimbazi River at the old Vingunguti dumpsite. The aim is to up-scale or replicate the effort as an effective, affordable and sustainable measure against marine pollution. The following would be achieved at the end of the project: (i) Control of leachate flow into the river and improvement of the water quality; (ii) Control of riverbank erosion; (iii) Beautification of the dumpsite; (iv) awareness creation and (v) marketing of vetiver products.
		Stormwater/Wastewater Drainage in Chake-Chake, Pemba, Zanzibar” <i><u>Fast-track project: Ongoing</u></i>	Department of Environment, Zanzibar	The project will involve the construction of waste- and stormwater collection and treatment system in the Msingini area in Chake Chake district, Pemba. The existing stormwater discharge system in this area is regularly causing floods and thus contamination of the fresh well located in the area. The project will demonstrate methods for separation of discharge of household wastewater (grey water) and storm water and proper channelling of these streams to prevent flooding, contamination and pollution of the marine environment. A wastewater treatment system based upon lagoons and/or a constructed wetland will be constructed to treat the wastewater stream before discharge into the ocean.

Annex (j): Overview of cash and in-kind co-financing contributions from project partners

Title of Project:	Addressing Land-based Activities in the Western Indian Ocean (WIO-LaB)						
Project Number:	GFL/QGL-2328-2731-4792						
Name of Executing Agency:	UNOPS/Nairobi Convention Secretariat						
Project Duration:	From:	Dec. 2004	To:	Dec. 2008			
Reporting Period (to be done annually):		Dec. 2004		Dec. 2005			
Source of Co-Finance	Cash Contributions			In-kind Contributions			Comments
	Budget original (at time of approval by GEF)	Budget latest revision	Received to date	Budget original (at time of approval by GEF)	Budget latest revision	Received to date	
Kenya				-		24,290	<i>Mostly in-kind contribution</i>
Tanzania				322,000		48,030	<i>Mostly in-kind contribution</i>
Mozambique				235,000		22,960	<i>Mostly in-kind contribution</i>
South Africa				170,000		28,180	<i>Mostly in-kind contribution</i>
Madagascar				58,000		32,170	<i>Mostly in-kind contribution</i>
Mauritius				-		23,980	<i>Mostly in-kind contribution</i>
Comoros				550,000		24,820	<i>Mostly in-kind contribution</i>
Seychelles				60,000		15,120	<i>Mostly in-kind contribution</i>
UNEP/GPA						52,500	<i>Mostly in-kind contribution</i>
UNEP/Nairobi Convention Secretariat				375,000		100,000	<i>Mostly in-kind contribution</i>
UNEP/Regional Seas Programme			10,000	7,500		17,500	<i>Regional capacity assessment</i>
UNEP/Regional Office for Africa						15,000	<i>Mostly in-kind contribution</i>
UNEP/DEWA						11,000	<i>Mostly in-kind contribution</i>
UNEP/DPDL				5,000		5,000	<i>Mostly in-kind contribution</i>
UNEP/DEC				5,000		5,000	<i>Mostly in-kind contribution</i>
IAEA-MEL						25,000	<i>Regional capacity assessment</i>
Aqua-for-all (Netherlands)				10,000		10,000	<i>Mostly in-kind contribution</i>
Total	0	0	0	1,395,000		440,550	



Annex (k): WIO-LaB Project Monitoring and Evaluation Plan



United Nations
Environment Programme



Global Environment
Facility

UNEP-GEF WIO-LaB PROJECT

*ADDRESSING LAND BASED ACTIVITIES
IN THE WESTERN INDIAN OCEAN*

MONITORING AND EVALUATION PLAN

June 2005

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1 Introduction

The objective of this monitoring and evaluation (M&E) plan for the WIO-LaB project is to provide the key project stakeholders, basically the members of the Project Steering Committee, with the necessary framework for assessing project performance and impact. In this respect, it should be noted that within the context of this plan M&E are defined as follows:

Monitoring is the continuous or periodic review and surveillance by management of the implementation of a project or activity. Monitoring helps to ensure that all required actions are proceeding according to plan.

Evaluation is a process for determining systematically and objectively the relevance, efficiency, effectiveness, and impact of the activities in light of their objectives. Ongoing evaluation is the analysis, during the implementation phase, of continuing relevance, efficiency, and effectiveness and the present and likely future outputs, effects, and impacts.

This report presents the M&E plan for the WIO-LaB project, and is largely based upon the requirements for M&E as specified in the project document.

The report addresses respectively the following issues:

- M&E scope: **What** will be monitored and evaluated?
- Roles and responsibilities for M&E: **By whom** will this be done?
- M&E tools and activities: **How** and **when** will M&E be effectuated?

It should be noted that a particular case with regard to M&E of the project is the aspect of demonstration projects. While in accordance with the general M&E plan as presented here a number of general indicators for M&E of progress and performance of the demonstration project are defined, more detailed M&E plan will be developed for each individual demonstration project. In line with the overall M&E plan for the project, these specific M&E plans will define indicators, means of verification, baseline and risks/assumptions for the case specific objectives, outputs and activities as defined for each demonstration project. The plans will furthermore define roles and responsibilities for M&E, as well as the tools to be applied for such (including reporting requirements).

2 Monitored and evaluation scope

As defined in section 1, M&E occurs basically at two different levels:

1. Monitoring of the implementation of project activities.
2. Evaluation of the efficiency, effectiveness and impact of activities.

Each of the above aspects of monitoring is briefly outlined in the following sections:

2.1 *Monitoring of the implementation of project activities*

The basis for monitoring is provided by the project workplan, which specifies the activities defined in time during the project implementation phase. An overview of activities to be undertaken during the project lifetime is presented in Annex 1.

The project workplan, furthermore, specifies how these activities will be implemented over time. The present status of this workplan is presented in Annex 2. However, it should be noted that developments and new views over time may have implications for the planning of activities. The

workplan will therefore be reviewed and approved by the Project Steering Committee (PSC) on an annual basis. This annual workplan will form the basis for monitoring of project implementation.

2.2 Evaluation of the efficiency, effectiveness and impact of activities

As defined in section 1, evaluation is the analysis of continuing relevance, efficiency, and effectiveness and the present and likely future outputs, effects, and impacts. The basis for evaluation is provided by the logical framework matrix (logframe) for the project.

Based upon the extensive logframe presented in the project document, an adapted logframe for project performance evaluation has been prepared. This logframe, as presented in Annex 3, presents verifiable indicators, sources of verification, baseline situation, and assumptions and risks at 3 different levels:

1. The project development objective;
2. The project direct objectives (as defined in the project document); and
3. The expected project outcome.

Furthermore, for each of the direct objectives, the specific programmed outputs of the project are defined, including their expected delivery date in accordance with the workplan.

It should be noted that the defined outputs in itself are verifiable products, mainly in the form of reports, guidelines and other documents, as well as other products such as webpages or (yet undefined) demonstration projects with visible results on the ground. The logframe presented in Annex 3 does therefore not presents separate indicators for these outputs. However, where needed, reference could be made to the extensive logframe presented in the project document.

3 Roles and responsibilities for monitoring and evaluation

It should be noted that M&E involves the different project stakeholders, including implementing and executing agencies as well as the project beneficiaries: the countries.

An overview of the roles and responsibilities of the various project stakeholders in the M&E process is presented in Annex 4.

4 Monitoring and evaluation tools and activities

As defined in section 1, monitoring is a continuous activity by project management in order to keep track of the implementation of project activities. Evaluation will be conducted annually, as well as at the mid-term of the project duration and at the terminal point of the project implementation.

On a structural level, project performance is periodically assessed and reported through the following tools:

- Half-yearly Progress Reports
- Annual Project Reports (APR)
- Project Implementation Review (PIR)
- Terminal report
- Tripartite Review (TPR)
- Mid-term and Final Project Evaluation
- Quarterly Expenditure Reports
- Annual Co-financing Reports

Table 1 summarizes the main characteristics of the before-mentioned M&E tools. A more detailed description of the different tools is presented in the following sections.

Table 1 M&E Tools, timeframes and responsibilities

Tool	Responsibilities	Timeframes
Project Progress Report	Project Manager	Bi-annually: 30 June and 31 December
Annual Project Report (APR)	Project Manager in consultation with Project stakeholders	Annually
Tripartite Review (TPR)	Participating Governments, Project Manager and other stakeholders	At 24 months from project start
Project Implementation Review (PIR)	Project Manager and UNEP/GEF	Annually: between June and September
Mid-term and Final evaluations	Project Manager and UNEP/GEF	Mid-point and end of project
Quarterly Expenditure Reports	UNOPS and UNEP/GPA	Quarterly: 31 March, 30 June, 30 September, 31 December
Co-financing Reports	Project Manager in consultation with participating countries	Annually: 31 December

4.1 Half-Yearly Progress Reports

Detailed half-yearly (by 30 June and 31 December each year) reports will be prepared and submitted to UNEP/DGEF by the Project Manager and the UNOPS Project Financial Management Officer. The half-yearly progress reports shall contain a summary of progress since the previous report, specification of any foreseen impediments to Project implementation and up-to-date financial information regarding GEF and co-financing expenditures.

A standard reporting for the half-yearly progress reports is presented in Annex 5.

4.2 Annual Project Report

The APR is designed to obtain the independent views of the main stakeholders of a project on its relevance, performance and the likelihood of its success. The APR form has two parts. Part I asks for a numerical rating of project relevance and performance as well as an overall rating of the project. Part II asks for a textual assessment of the project, focusing on major achievements, early evidence of success, issues and problems, recommendations and lessons learned.

The APR will be prepared by the Project Manager, after consultation with the relevant Stakeholders, and will be submitted to UNEP-Nairobi. The Stakeholder review will focus on the logical framework matrix and the performance indicators. Stakeholders could include a letter to the UNEP-Nairobi that they have been consulted and their views taken into account.

4.3 Project Implementation Review

The project will participate in the GEF Project Implementation Review (PIR) process, in addition to the APR and TPR. The PIR is mandatory for all GEF projects that have been under implementation for at least a year at the time that the exercise is conducted. The PIR, which is carried out between June

and September, contains sections on basic project data, financial status, procurement data, impact achievement and progress in implementation.

The basic outline of the PIR tends to follow the structure of the Logframe or PPM, with indicators assigned to development objectives, immediate objectives, means of verification, and assumptions. The PIR questionnaire is sent to the Project Coordinator, usually around the beginning of June. Project Coordinators have on average 1.5 - 2 months to collect the necessary information, and submit it to UNEP/Nairobi.

4.4 Mid-term and Final Evaluation

A mid-term project evaluation will be conducted. At the end of 18 months, the mid-term evaluation will be made. It focuses on relevance; performance (effectiveness, efficiency and timeliness); issues requiring decisions and actions; and initial lessons learned about project design, implementation and management.

A final evaluation, which occurs at the end of project implementation, focuses on the same issues as the mid-term evaluation but also looks at early signs of potential impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental goals. It should also provide recommendations for follow-up activities.

4.5 Terminal Reports

A Terminal Report shall be filed jointly by the Co-executing Agencies within 60 days of the completion of the Project. The format of this report is shown at Annex 6. This report shall provide the basis for an independent terminal evaluation conducted by the Co-ordinating Office UNEP/DGEF.

4.6 Quarterly Expenditure Reports

Regular Financial reports shall be prepared by UNOPS/the Project Office in accordance with normal accounting practices:

- Details of expenditures shall be reported on an activity-by-activity basis, in line with Project budget codes as set out in the Project Document, as at 31 March, 30 June, 30 September and 31 December, using the format given in Annex 7 (Quarterly Expenditures Report). All expenditure accounts shall be dispatched to UNEP within 30 days of the end of the three-month period to which they refer, certified by a duly authorised official of the Project Office and signed by the Project Manager;
- The expenditure account as at 31 December is to be received by UNEP by 15 of February each year.
- A final statement of account in line with UNEP project budget codes, reflecting actual final expenditures under the project, when all obligations have been liquidated.

4.7 Co-Financing Report

A report on co-financing will be completed as of 31 December of each year using the format given in Annex 8.

Annex 1 Overview of project activities

Objective	Component	Activities
I) Reduce stress to the ecosystem by improving Reduce water and sediment quality	Ia) Establish common methods for assessing water and sediment quality	i) Select national institutions to participate in the development of guidelines
		ii) Regional workshop on monitoring and assessment methods for water, sediment, and biota used in the region as well as international
		iii) Development of written guidelines for monitoring and assessment of water, sediment, and biota quality
		iv) Demonstration of regional monitoring and assessment methods for water, sediment, and biota quality
	Ib) Fill gaps in knowledge of priority pollutants (contaminant levels) and major sources of pollutants (contaminant inputs)	i) Develop common format for assessment and reporting knowledge gaps
		ii) National summary assessments of priority land-based activities, sources of contaminants, and pollutant levels in water and sediments; include national legislative and regulatory water and sediment quality standards
		iii) Targeted monitoring of riverine, estuarine, and coastal waters, sediments, and biota for purposes of filling gaps in knowledge and identification of major hot spots of pollution from land-based activities
	Ic) Estimate the carrying capacity of the coastal waters, using an ecosystem-based approach	i) Using available information from existing sources, identify the major ecotones of the region, and their biological and physical components
		ii) Estimate the carrying capacity of the priority ecotones, based on distribution of living resources, knowledge of water and sediment quality, and literature on ecotones response to pollution;
	Id) Determine coastal hot spots of pollution	i) Using information from 1c (i) and (ii), redefine the hot spots of pollution as listed in 1b(iii) in the environment, hot spots of sources of land-based pollution and land-based activities, and hot spots of ecotones at risk
		ii) Write and publish a Hot Spot Analysis documenting their pollution level and sources, land-based activities and sources, and ecotones at risk
	Ie) Establish regional Environmental Quality Objectives and Environmental Quality Standards (EQO/EQS) for water and sediment quality	i) Based on activity Ib. i and Ia i and taking into account the existing international standards prepare national standards for water and sediment quality.
		ii) Draft document on Regional Water and Sediment EQOs/EQSs, based on use and values of ecotones
		iii) Regional workshop of experts to agree on Regional Environmental Quality (EQO) and Environmental Quality Standards (EQS) for surface waters and sediments
	If) Develop and adopt compliance and long-term trend monitoring system and reporting	i) Based on EQOs/EQSs, and on monitoring methods of activity Ia. iii and Ia. iv., 1e (iii) develop recommendations for compliance and long-term trend monitoring
		ii) Support the further development of data-base management system and GIS capabilities at the Nairobi Convention Secretariat, through hiring a GIS expert
		iii) Input existing and new data in to DBMS, and develop basic GIS products (regional maps, overlays) to support regional monitoring and assessments of land-based sources and activities
	Ig) Implement six demonstration projects for major land-based	i) Host regional workshop/symposium on best available technologies and best environmental practices addressing land-based activities and sources; broadly disseminate results from the symposium

Objective	Component	Activities
	activities and pollutant sources	ii) Based on activity Id ii, and Igi select demonstration sites for six representative demonstration projects: agriculture, tourism, industry, and solid waste, storm water run-off, community sewage, and integrated river basin management.
		iii) Implement demonstration projects using the selected best technologies and to build capacity through use of various GPA supportive tools such as innovative financing, voluntary agreement, to ensure their sustainability
		iv) Monitor and report on progress of demonstration projects
		v) Disseminate lessons learned from demonstration projects through GPA CHM and other methods and encourage their application elsewhere in the region.
	Ih) Develop guidelines on best practices and procedures to address wastewater and implement demonstration projects*(This component will be integrated in Ig)	i) Adapt the GPA guidelines to national/regional context and ensure political endorsement.
		ii) In the light of the adopted guidelines development of detailed outline of selected long-term project proposals to be submitted to financing institutions
		iii) Progress/coordination meetings in 2005 and 2007, as a follow-up to the on-going activities on Municipal Wastewater and PADH in the Eastern Africa region to further refine the identified priorities issues for funding and to follow-up and share experience from demonstration activities (ref 1g)
	Ii) Implement actions to reduce and prevent the degradation of the coastal and marine environment caused by physical alteration and destruction of habitats*	i) A regional workshop to internalise and adopt the GPA PADH checklist and guidelines
		ii) Select and implement demonstration projects on: replenishment of eroded beaches, Mangrove rehabilitation/restoration, Small scale mariculture, and tourism
		iii) Based on experience and knowledge acquired from Ii ii, develop a detailed proposal on promoting environmental sustainability within the Tourism and mariculture sectors
II) Strengthen regional legal basis for preventing land-based sources of pollution, including implementation of the GPA	IIa) Review gaps in national legislation/regulatory frameworks.	i) Update the existing GPA studies (national/regional) on policy, legal, and regulatory frameworks, judicial decisions relevant to marine and coastal areas and institutional structure
		ii) Regional Workshop to review national frameworks, and recommend more unified policy/legislative/regulatory frameworks; identify gaps and recommendations for economic incentives/ disincentives for reductions in land-based activities and sources.
	IIb) Review status of ratification of appropriate international conventions by countries, and assist countries in developing plans for ratifying those not yet ratified	i) Preparation of National reports (from IIa.i) including summary reports on status of ratification of countries to international conventions relevant to land-based sources and activities (e.g., Biological Diversity, Ramsar, CITES)
		ii) Provide assistance to countries to develop capacity, institutional arrangements and to promote public opinion for ratifying and implementing outstanding international conventions
	IIc) Establish and Implement effective regional EIA guidelines	i) Preparation of National reports (from Iia. i) on the National EIA processes
		ii) Conduct Regional Workshop to review national EIA processes, (the Convention, on Environment Impact Assessment in a Trans-boundary context using ESPOO as a model)
		iii) Draft Regional EIA guidelines, and review them in a regional workshop; and recommend for adoption and onward submission to COP for endorsement in 2006.

Objective	Component	Activities
	IId) Assist countries in developing realistic and integrated National Programmes of Action for land-based sources and activities	i) Identify countries committed to develop NPA following the GPA guidelines
		ii) Develop criteria to select countries requiring assistance in developing NPA
		iii) Assist four countries identified in IId i to develop their National Programmes of Action, by providing, capacity building and funds
		iv) Assist Tanzania in further developing its national programme into a mature, targeted and domestically resourced programme that incorporates pro-active interventions, legislative review, capacity building and public spending
	IIE) Develop and obtain approval for Protocol to the Nairobi Convention with Annexes, on Land Based Activities and Sources of Pollution	i) Establish a Task Force (TF) with terms of references
		ii) TF to develop a Workplan, and produce zero draft
		iii) Hold first drafting meeting and circulate the draft
		iv) National consultative meetings on the draft produced by the TF
		v) Regional consultative meetings to consider the second draft produced by the TF upon incorporation of the national recommendations
		vi) TF to develop final draft and circulate
		vii) Plenipotentiaries meeting to develop final text
		viii) Adoption by COP
	IIIf) Promote and enhance the integrated management of river basin and coastal zone through application of the ICARM principles*	i) Strengthen and collaborate with the existing regional group of experts from Mozambique, South Africa and Swaziland.
		ii) Review the existing River Incomati initiative and identify knowledge gaps
		iii) Based on outcomes of IIIf ii, provide technical support to improve effectiveness of the Incomati River Basin Management Committee
		iv) Review and document the experience for wider application/dissemination
	IIIG) Establish a regional IW coordination mechanism with relevant partners to share best practices	i) Organise annually informal regional water forum to discuss ongoing and planned projects and activities and to identify new areas of collaborations
III) Develop regional capacity and strengthen institutions for sustainable, less polluting development, including the implementation of the Nairobi Convention	IIIa) Establish small WIO-LaB project unit within Nairobi Convention Secretariat in Nairobi for its management	i) Hire Project Manager, environmental scientist/Deputy Project Manager, and Administrative Manager/Secretary,
		ii) Establish office at UNEP in Nairobi
		iii) Strengthen capacity of Nairobi Convention Secretariat and RCU; Staff time -one person in the secretariat
	IIIb) Strengthen EAF/RCU as the recognized and effective Regional Seas co-ordinating unit for all regional policies and activities related to coastal and marine resources*	i) Conduct national and regional level workshops to consult with all stakeholders as a means of deciding on measures and partnerships to address priority concerns – Linked to Objectives 1 & 2
		ii) 2 weeks training for 2 EAF/RCU staff at the HELCOM Secretariat under the Twinning Arrangement
		iii) Support experts to attend technical Meetings relevant to the development of LBA Protocol.
		iv) Provide support to the Focal Points to prepare annual status reports on the implementation of GPA and Programme of Work of Nairobi Convention at a national level
	IIIc) Determine and satisfy training needs in the region for LBA	i) Identify training needs for different categories of stakeholders including Legislators; Decision makers; Private sector; Community groups, through needs assessment surveys; NB: Link with Obj. IIE
		ii) Select priority training requirements for the region, addressing land-based activities, and develop training curricula using existing capacity and existing courses, where possible
		iii) Conduct training in the countries/region

Objective	Component	Activities
	IIIId) Provide Support in the Development of relevant environmental education programs at all levels on LBA	i) Identify on-going activities on curriculum development for environmental education
		ii) Contribute to on-going activities eg. School competitions; open days
		iii) Develop awareness materials for schools and learning institutions
		iv) Training for school teachers on LBA themes and encourage formation of environmental clubs in schools
		v) Provide support to MPAs to train professional guides for school programmes
		vi) Provide support to school to visit MPAs and theme parks
	IIIe) Develop Regional/National/Public-Private Partnerships on LB activities	i) Establish Platform for Public-Private Partnerships as part of the implementation LBA activities particularly in the selected demonstration projects, as well as identifying and securing funding for up-scaling lessons from the projects
	IIIf) Identify, strengthen, and involve Stakeholders in LBA in the Region	i) Identity and organise local communities within the selected demonstration projects (hotspots) – Link with Ii, Ih,
		ii) Provide support to targeted CBOs to address specific local tasks – linked to IIlg
	IIIg) Implement small-grants programme for broader stakeholder participation to address LBA	i) Develop detailed TORs for a small-grants programme, and select institutions as appropriate to co-ordinate the implementation the small-grants programme, through competitive selection process
		ii) Award two rounds of small-grants competition in selected hotspots in the region to relieve stress on the ecosystems
		iii) Monitor implementation of small grants
		iv) Develop lessons learned in small grants activities, and publicize through the PPA process (IIIe)
	IIIh) Update TDA and SAP for improvement of long-term planning of the Nairobi Convention	i) Review and update National TDA and SAP Reports
		ii) Prepare draft updated Regional TDA and SAP
		iii) Review at regional workshop and finalise TDA/SAP
		iv) Present to the COP for endorsement
	IIIi) Develop an East African regional node of the GPA Clearinghouse Mechanism*	i) Conduct a Needs Evaluation and prepare a strategic Workplan for the establishment of regional and/or national GPA nodes*
		ii) Improve the existing databases including regional compatibility with other databases with content derived primarily from existing GPA relevant information and data as identified in the Needs Evaluation

[illegible]

Annex 3 Logical Framework Matrix

Intervention logic	Objectively verifiable indicators	Sources of verification	Baseline	Assumptions/risks
DEVELOPMENT OBJECTIVE:				
To contribute to the environmentally sustainable management and development of the WIO by reducing impacts of LBAs on rivers, estuaries and coastal and marine waters.	<ul style="list-style-type: none"> ▪ Regional EQOs and EQSs defined and adopted by project countries by end of project. ▪ Regional strategies for MWW and PADH management developed and demonstrated by end of project. ▪ Revised TDA and SAP on LBAs developed and endorsed by countries by end of project. ▪ NPAs for five countries available by end of project. ▪ Protocol on LBAs to the Nairobi Convention developed and adopted by COP by end of 2007. ▪ Increased awareness and stakeholder involvement in LBA management by end of project. 	<ul style="list-style-type: none"> ▪ Endorsed TDA and SAP. ▪ Protocol on LBAs to the Nairobi Convention. ▪ NPAs. ▪ Project progress reports. ▪ Annual review reports. ▪ Reports of PSC meetings. ▪ Report of COP7 of the Nairobi Convention. 	<ul style="list-style-type: none"> ▪ Regional EQOs and EQSs not available. Situation at national level unknown. ▪ Draft TDA available. ▪ Nairobi Convention ratified by all project countries. ▪ LBA protocol for the Nairobi Convention requested by the COP. ▪ Preliminary NPA for Tanzania available. 	<ul style="list-style-type: none"> ▪ Assumption: Countries remain their support to the regional process engaged upon under the Nairobi Convention. ▪ Risk: Weakness of Ministries of Environment and socio-economic conditions in many of the countries may hamper implementation of necessary measures. ▪ Risk: Many GEF and non-GEF project activities in the region put high demand on limited human resources for implementation.

Intervention logic	Objectively verifiable indicators	Sources of verification	Baseline	Assumptions/risks																		
PROJECT OBJECTIVES:																						
I. Improved information base and demonstrated guidelines and strategies for the reduction of stress to the ecosystem by improved water and sediment quality.	<ul style="list-style-type: none">Common regional monitoring methods agreed and pilot monitoring programme implemented by end of 2007.Regionally accessible data-base created by end of 2007.Regional EQO/EQS defined and approved by end of 2007.Long-term monitoring protocol developed by end of 2007.At least six demonstration projects successfully implemented by end of project.Regional annex on GPA guidelines for MWW developed by end of 2007.	<ul style="list-style-type: none">Project progress reports.Status reports on water and sediment quality, and sources of pollution.Reports on lessons learnt from demonstration projects¹.Regional annex to global guidelines on MWW management.Online database on water and sediment quality.	<ul style="list-style-type: none">Existing base of data on water and sediment quality unknown. To be ascertain during design of monitoring programme.Current monitoring activities at national and regional level unknown.Global GPA guidelines on MWW existing.Existing water quality standard systems in countries unknown.	<ul style="list-style-type: none">Assumption: Countries make use these standards, guidelines and data.Risk: Inadequate local capacity for the management and implementation of demonstration projects.																		
OUTPUTS:	<table><thead><tr><th>Description</th><th>Timeline</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">Common methods for assessing water and sediment quality</td><td>Q4 2005</td></tr><tr><td><ul style="list-style-type: none">Updated information on priority pollutants and major sources of pollution for each country</td><td>Q3 2007</td></tr><tr><td><ul style="list-style-type: none">Report on regional carrying capacity of ecotones</td><td>Q1 2007</td></tr><tr><td><ul style="list-style-type: none">Report on monitoring and assessment of hotspots of pollution and sensitive areas in the region</td><td>Q3 2007</td></tr><tr><td><ul style="list-style-type: none">Common regional EQO/EQS standards</td><td>Q3 2007</td></tr><tr><td><ul style="list-style-type: none">Long-term monitoring and reporting programme</td><td>Q3 2007</td></tr><tr><td><ul style="list-style-type: none">Demonstration projects on MWW and PADH</td><td>Q4 2007</td></tr><tr><td><ul style="list-style-type: none">Regional guidelines on best practices for Municipal Waste Water</td><td>Q1 2006</td></tr></tbody></table>			Description	Timeline	<ul style="list-style-type: none">Common methods for assessing water and sediment quality	Q4 2005	<ul style="list-style-type: none">Updated information on priority pollutants and major sources of pollution for each country	Q3 2007	<ul style="list-style-type: none">Report on regional carrying capacity of ecotones	Q1 2007	<ul style="list-style-type: none">Report on monitoring and assessment of hotspots of pollution and sensitive areas in the region	Q3 2007	<ul style="list-style-type: none">Common regional EQO/EQS standards	Q3 2007	<ul style="list-style-type: none">Long-term monitoring and reporting programme	Q3 2007	<ul style="list-style-type: none">Demonstration projects on MWW and PADH	Q4 2007	<ul style="list-style-type: none">Regional guidelines on best practices for Municipal Waste Water	Q1 2006	
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¹ More specific M&E indicators will be prepared for individual demonstration projects.

Intervention logic	Objectively verifiable indicators	Sources of verification	Baseline	Assumptions/risks
II. Strengthened regional legal basis for preventing LB sources of pollution including through the implementation of the Global Plan of Action for the Protection of the Marine Environment from land-based activities	<ul style="list-style-type: none"> Protocol on LBAs to the Nairobi Convention developed and endorsed by end of 2007. Regional guidelines for EIA developed by end of 2007. National Programmes of Action developed for 4 countries by end of project. One demonstration project on ICARM implemented by end of project. Coordination framework with related GEF projects in the WIO functional during project life-time. 	<ul style="list-style-type: none"> Project progress reports. Endorsed Protocol on LBAs to the Nairobi Convention. Report of COP7 of the Nairobi Convention. Reports on ICARM demonstration-project NPAs for 5 countries. Reports on Informal IW Forums. 	<ul style="list-style-type: none"> Outline LBA protocol available. Draft NPA for Tanzania available. Nairobi Convention ratified by all project countries. LBA protocol for the Nairobi Convention requested by the COP. 	<ul style="list-style-type: none"> Assumption: There is sufficient regional and national political support for a regionalised legal and regulatory framework, including the Nairobi Convention. Assumption: Other GEF projects start off in time, and that there is sufficient willingness at other GEF projects to cooperate. Risk: Weakness of Ministries of Environment and socio-economic conditions in many of the countries may hamper endorsement and enactment of legislation, regulations and treaties.
OUTPUTS:	Description <ul style="list-style-type: none"> National and regional reports on gaps in national legislation and ratification status Regional guidelines for EIA 5 National Plans of Action for LBA's Endorsed protocol on LBA for the Nairobi Convention Demonstration project for the use of ICARM principles A Regional IW coordination mechanism 			Timeline Q1 2006 Q1 2007 Q1 2008 Q4 2007 Q1 2008 Continuous

Intervention logic	Objectively verifiable indicators	Sources of verification	Baseline	Assumptions/risks
II. Improved regional capacity and strengthened institutions for sustainable, less polluting development, including implementation of the Nairobi Convention and its Protocols	<ul style="list-style-type: none"> Strengthened Nairobi Convention Secretariat and RCU, both in terms of implementation capacity and in terms of political support. National training needs identified and at least 8 training courses on LBAs conducted by end of project. Educational programmes developed and implemented by end of project. Stakeholder (including private sector) awareness and involvement activities implemented in all project countries by end of project. At least 16 local organizations awarded grants from the SGP by end of project. Updated TDA and SAP developed and approved by end of project. EA node for the GPA CHM established and globally accessible by end of 2006. 	<ul style="list-style-type: none"> Nairobi Convention workplan and progress reports. Progress reports. Training and educational needs assessments. Reports on training programmes. Stakeholder involvement plan and reports on stakeholder involvement activities. Report on SGP. Approved TDA and SAP. Online CHM website. 	<ul style="list-style-type: none"> Draft TDA available. Online Eastern African Coastal Database existing, as a basis for the CHM. Draft stakeholder involvement plan available. Training and education needs unknown. 	<ul style="list-style-type: none"> Assumption: Countries remain their support to the regional process engaged upon under the Nairobi Convention. Risk: Weak socio-economic conditions may hamper effective stakeholder (including private sector) involvement in management of LBAs. Risk: Low level of development of IT infrastructure may render the CHM ineffective.
OUTPUTS:	Description <ul style="list-style-type: none"> A functioning project office at UNEP, Nairobi NC strengthened through an additional staff member Training needs assessment Training courses on LBAs Education material on LBAs Educational programmes on LBAs Small grants programme Updated Transboundary Diagnostic Analysis and Strategic Action Plan East African node for the GPA CHM 			Timeline <ul style="list-style-type: none"> Q1 2005 Q4 2005 Q4 2005 Continuous Q3 2006 Continuous Q4 2008 Q4 2008 Q1 2006

Intervention logic	Objectively verifiable indicators	Sources of verification	Baseline	Assumptions/risks
OUTCOMES:				
<p>A WIO region which is better equipped to ensure sustainable management of its marine and coastal environment by managing the impacts of LBAs, in terms of:</p> <ul style="list-style-type: none"> ▪ Commonly agreed and applied strategies and standards ▪ A well-designed and applied regional legal framework ▪ Adequate institutional capacity ▪ An adequate level of stakeholder (including private sector) involvement and awareness 	<ul style="list-style-type: none"> ▪ SAP adopted and implemented in accordance with implementation plan ▪ Regional guidelines for MWW and PADH management applied ▪ EQOs and EQSs achieved in accordance with agreed targets ▪ Nairobi Convention and its protocols adhered to by all project countries ▪ Stakeholder involvement in management/reduction of LBA impacts on the coastal and marine environment ▪ Replication of demonstration projects (or specific lessons learnt) being undertaken ▪ Agreed monitoring protocol sustainably being implemented 	<ul style="list-style-type: none"> ▪ Reports on SAP implementation on the basis of pre-defined M&E indicators ▪ Evaluation of MWW and PADH management strategies applied in the project countries ▪ National and regional reports on monitoring of water, sediment and biota quality ▪ Reports of the Nairobi Convention COP ▪ Stakeholder interviews and questionnaires 	<ul style="list-style-type: none"> ▪ Regional legal framework and a framework for regionally agreed strategies for cooperation on the marine environment existing as the Nairobi Convention. 	<ul style="list-style-type: none"> ▪ Assumption: There is sufficient political support and commitment from national and regional stakeholders for the implementation of the SAP, and adherence to the Nairobi Convention. ▪ Risk: Weakness of Ministries of Environment and socio-economic conditions in many of the countries may hamper implementation of necessary measures.
<p>Actual reduction in stress from LBAs on the coastal and marine environment</p>	<ul style="list-style-type: none"> ▪ Reduction in levels of pollution of water and sediment quality ▪ Reduction in amount of pollutants discharged to the environment ▪ Reduction in physical alteration processes and destruction of habitats related to LBAs 	<ul style="list-style-type: none"> ▪ Results/reports on monitoring activities at national and regional level ▪ Status indicators and EQOs and EQSs to be defined during the TDA/SAP process 	<ul style="list-style-type: none"> ▪ Baseline unknown. To be established as part of the project. 	<ul style="list-style-type: none"> ▪ Risk: Weakness of Ministries of Environment and socio-economic conditions in many of the countries may hamper implementation of necessary measures. ▪ Risk: Rapid population growth and increase in LBAs may strongly hamper stress reduction measures.

Annex 4 Roles and responsibilities for M&E

UNEP/DGEF	WIO-LaB PMU	UNOPS	Nairobi Convention Secretariat	UNEP/GPA	Project Steering Committee	Governments
<i>Overall monitoring and oversight</i>						
Oversee the project implementation based on the agreed M&E plan	Prepare necessary and acceptable monitoring and evaluation reports in time for submission to UNEP/DGEF	Oversee the project implementation based on the approved workplan and budget	Oversee the project implementation based on the approved workplan and budget	Review overall progress in the implementation based on the reports prepared by the PMU	Review overall progress in the implementation based on the reports prepared by the PMU	Keep track of the overall project progress through the Steering Committee Participate in the TPR.
<i>Objective, outcome and output monitoring</i>						
Review and approve half-yearly progress report Participate in the steering committee meetings Regular communications with the PMU and occasional visits to pilot sites	Preparation of half-yearly progress reports and APR reports Overall day-to-day oversight on project components and activities Secretariat function for PSC and participation in the TPR.	Review half-yearly progress reports before submission to UNEP/DGEF Participate in the steering committee meetings Regular communications with the PMU	Review half-yearly progress reports before submission to UNEP/DGEF Participate in the steering committee meetings Regular communications and coordination with the PMU	Review half-yearly progress reports before submission to Government of Norway Participate in the steering committee meetings Regular communications and coordination with the PMU	Annually review and agree on the workplan Review the APR prepared by the PMU	Monitor the implementation of national project activities through project focal points Participation in the PSC
<i>Financial monitoring</i>						
Review quarterly and annual financial reports and co-financing reports Decision on disbursement of GEF funds based on the disbursement plan and co-financing situation	Preparation of financing related input to half-yearly progress reports and annual project review. Solicit financial reports from supporting institutions	Maintain financial oversight and control for the GEF funded part of the project Prepare financial reports for the GEF funded part of the project	Review overall project financing and expenditure through PSC Provide inputs for annual co-financing report	Maintain financial oversight and control for the Norway funded part of the project Prepare financial reports for the Norway funded part of the project	Annually review financial situation and plan Annually report on co-financing by countries	Review overall project financing and expenditure through PSC Provide inputs for annual co-financing report

UNEP/DGEF	WIO-LaB PMU	UNOPS	Nairobi Convention Secretariat	UNEP/GPA	Project Steering Committee	Governments
	Prepare co-financing reports					
<i>Substantive reports</i>						
As necessary, organise UNEP and/or external review of substantive reports.			Review drafts of substantive reports as necessary Review key documents such as the TDA, SAP, LBA Protocol, etc.)	Review drafts of substantive reports as necessary Review key documents such as the NPAs, TDA, SAP, LBA Protocol, etc.)	Review drafts of substantive reports as necessary Approve key documents such as the TDA, SAP, LBA Protocol, etc.)	Monitor quality and timing of national reports Review drafts through PSC as necessary.
<i>Project Evaluation</i>						
Prepare with UNEP M&E Unit Terms of Reference for mid-term and terminal evaluations Selection of external consultants Comments on the draft evaluations reports As necessary, participate and assist in external evaluation consultant(s)' visits.	Organise logistics for evaluations, including site visits Interviews with external evaluation consultants Comment on draft evaluation reports	Interviews with external evaluation consultants Make available project administrative and financial records for evaluation Comment on draft evaluation reports	Interviews with external evaluation consultants Comment on draft evaluation reports	Interviews with external evaluation consultants Make available project administrative and financial records for evaluation Comment on draft evaluation reports	Review recommendations in the evaluation reports	Organise logistics for evaluations, including site visits Interviews with external evaluation consultants

Annex 5 Format for Half-yearly Progress Report

As at 30 June and 31 December
(Please attach a current inventory of outputs/Services when submitting this report)

1. Background Information

1.1 Project Number:

1.2 Project Title:

1.3 Division/Unit:

1.4 Coordinating Agency or Supporting Organization (if relevant):

1.5 Reporting Period (the six months covered by this report):

1.6 Relevant UNEP Programme of Work (2002-2003) Subprogramme No:

1.7 Staffing Details of Cooperating Agency/ Supporting Organization (Applies to personnel / experts/ consultants paid by the project budget):

Functional Title	Nationality	Object of Expenditure (1101, 1102, 1201, 1301 etc..)

1.8 Sub-Contracts (if relevant):

Name and Address of the Sub-Contractee	Object of expenditure (2101, 2201, 2301 etc..)

2. Project Status

2.1 Information on the delivery of outputs/services

	Output/Service (as listed in the approved project document)	Status (Complete/ Ongoing)	Description of work undertaken during the reporting period	Description of problems encountered; Issues that need to be addressed; Decisions/Actions to be taken
1.				
2.				
3.				

2.2 If the project is not on track, provide reasons and details of remedial action to be taken:

3. Discussion acknowledgment (To be completed by UNEP)

Project Coordinator's General Comments/Observations	First Supervising Officer's General Comments
Name: _____ Date: _____ Signature: _____ _____	Name: _____ Date: _____ Signature: _____ _____

Attachment to Half-Yearly Progress and Terminal Reports: Format for Inventory of Outputs/Services

a) Meetings (UNEP-convened meetings only)

No	Meeting Type (note 4)	Title	Venue	Dates	Convened by	Organized by	# of Participants	List attached Yes/No	Report issued as doc no	Language	Dated
1.											
2.											
3.											

List of Meeting Participants

No.	Name of the Participant	Nationality

b) Printed Materials

No	Type (note 5)	Title	Author(s)/Editor(s)	Publisher	Symbol	Publication Date	Distribution List Attached Yes/No
1.							
2.							
3.							

c) Technical Information / Public Information

No	Description	Date
1.		
2.		
3.		

d) Technical Cooperation

No	Type (note 6)	Purpose	Venue	Duration	For Grants and Fellowships		
					Beneficiaries	Countries/Nationalities	Cost (in US\$)
1.							
2.							

e) Other Outputs/Services (e.g. Networking, Query-response, Participation in meetings etc.)

No	Description	Date
1.		
2.		
3.		

Note 4

Meeting types (Inter-governmental Meeting, Expert Group Meeting, Training Workshop/Seminar, Other)

Note 5

Material types (Report to Inter-governmental Meeting, Technical Publication, Technical Report, Other)

Note 6

Technical Cooperation Type (Grants and Fellowships, Advisory Services, Staff Mission, Others)

Annex 6 Format for Terminal Report

Implementing Organisation _____

Project No.: _____

Project Title: _____

1. Project Objectives - Re-state the following:

Objectives:

Needs:

Results:

2. Project activities

Describe the activities actually undertaken under the project. Give reasons **why some activities, planned at the outset, were not undertaken, if any.**

Activities actually undertaken	Activities planned but not undertaken (reason for failure)

3. Project outputs

Compare the outputs generated with the ones listed in the Project Document.

Actual Outputs (generated)	Outputs envisaged under the project
a)	
b)	
c)	
d)	
* Below, provide more information on the outputs listed on this section:	

Further information on outputs listed above:

(a) MEETINGS

<input type="checkbox"/> Inter-governmental (IG) Mtg.	<input type="checkbox"/> Expert Group Mtg	<input type="checkbox"/> Training Seminar/Workshop	<input type="checkbox"/> Others
Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. _____ No/Symbol _____ Dated _____ Languages _____	Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. _____ No/Symbol _____ Dated _____ Languages _____	Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. _____ No/Symbol _____ Dated _____ Languages _____	Title: _____ Venue _____ Dates _____ Convened by _____ Organised by _____ Report issued as doc. _____ No/Symbol _____ Dated _____ Languages _____
Please complete list of participants below, giving their names and nationalities.	Please complete list of participants below, giving their names and nationalities.	Please complete list of participants below, giving their names and nationalities.	Please complete list of participants below, giving their names and nationalities.

Participants List
(Attach a separate list for each meeting)

Name	Nationality

(b) PRINTED MATERIALS

<input type="checkbox"/> Report to IG Mtg	<input type="checkbox"/> Technical Publication	<input type="checkbox"/> Technical Report	<input type="checkbox"/> Others
Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (When reports/ publications have been distributed, complete distribution list below or attach a separate list)	Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (Complete distribution list below or attach a separate list)	Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (Complete distribution list below or attach a separate list)	Title _____ Author(s)/ Editor(s) _____ Publisher _____ Symbol (UN/UNEP/ ISBN/ISSN) _____ Date of publication _____ (Complete distribution list below or attach a separate list)

Distribution List (IG Meeting reports/ technical reports or publications)

Title of Report	Name of Recipient (Agency/individual recipient)

(c) **INFORMATION**

<input type="checkbox"/> TECHNICAL INFORMATION Description _____ _____ _____ Dates _____	<input type="checkbox"/> PUBLIC INFORMATION Description _____ _____ _____ Dates _____
---	--

(d) **TECHNICAL COOPERATION**

<input type="checkbox"/> Grants and Fellowships Purpose _____ Place _____ Duration _____ For Grants/Fellowships, please indicate cost (in US\$) _____ <u>Beneficiaries</u> and their nationalities _____	<input type="checkbox"/> Advisory Services Purpose _____ Place _____ Duration _____ Please indicate cost (in US\$) _____ <u>Beneficiaries</u> and their nationalities _____	<input type="checkbox"/> Others (materials & equipment donated) Purpose _____ Place _____ Duration _____ Please indicate cost (in US\$) _____ <u>Beneficiaries</u> and their nationalities _____
---	--	---

(e) **OTHER OUTPUTS/SERVICES**

For example: Centre of excellence, Network, Environmental Academy, Convention, Protocol, University Chair, etc. _____
--

4. **Use of outputs**

State the use made of the outputs.

5. **Degree of achievement of the objectives/results**

On the basis of facts obtained during the follow-up phase, describe how the Project Document outputs and their use were or were not instrumental in realising the objectives/results of the project.

6. **Conclusions**

Enumerate the lessons learned during the project execution. Concentrate on the management of the project, indicating the principal factors that determined success or failure in meeting the objectives set down in the Project Document.

7. **Recommendations**

Make recommendations to:

- (a) Improve effect and impact of similar projects in the future;
- (b) Indicate what further action might be needed to meet the project objectives/results.

8. **Non-expendable equipment (value over US\$1,500)**

Please attach to the terminal report a **final** inventory of all non-expendable equipment (if any) purchased under this project, indicating the following: Date of purchase, description, serial number, quantity, cost, location and present condition, together with your **proposal** for the disposal of the said equipment (**see separate inventory format**).



UNEP-GEF WIO-LaB Project
Addressing Land Based Activities in the Western Indian Ocean



Annex 7 Format for Quarterly Project Expenditure Accounts for Co-operating Agencies

Quarterly project statement of allocation (budget), expenditure and balance (Expressed in US\$) covering the period to.....

Project No. Agency name

Project title:

Project commencing: Project ending:

Object of expenditure by UNEP budget code	Project budget allocation for year.....		Total expenditure for quarter ...	Total unliquidated obligations.....	Cumulative expenditure for year	Unspent balance of budget allocation for year	
	m/m (1)	Amount (2)	(3)	(4)	(5)	m/m (6)	Amount (2)-(5)
1100 Project personnel							
1200 Consultants							
1300 Administrative support							
1400 Volunteers							
1600 Travel							
2100 Sub-contracts							
2200 Sub-contracts							
2300 Sub-contracts							
3100 Fellowships							
3200 Group training							
3300 Meetings/conferences							
4100 Expendable equipment							
4200 Non-expendable equipment							
4300 Premises							
5100 Operation							
5200 Reporting costs							
5300 Sundry							
5400 Hospitality							
99 GRAND TOTAL							

*breakdown of expenditures per quarter with related information such as name of person hired, duration of contract, fees, purpose...should be reported in a separate annex.

Signed: _____

Duly authorised official of co-operating agency



UNEP-GEF WIO-LaB Project
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Annex 8 Format for Report on Co-Financing

Title of Project:							
Project Number:							
Name of Executing Agency:							
Project Duration:	From:		To:				
Reporting Period <i>(to be done annually):</i>							
Source of Cofinance	Cash Contributions			In-kind Contributions			Comments
	Budget original (at time of approval by GEF)	Budget latest revision	Received to date	Budget original (at time of approval by GEF)	Budget latest revision	Received to date	
Total	0	0	0	0	0	0	

Name:
Position:
Date:

All amounts in US dollars