

SIMPLE GUIDELINES FOR PROJECT IMPLEMENTATION

CONGRATULATIONS

Congratulations on your success in receiving a grant from the Global Environmental Facility Small Grants Programme (GEF SGP). You must now enter the project implementation and management phase where the following guidelines will help you. Please refer to them as often as possible. If you have any question or need for clarification, please contact us at GEF SGP (Barbados and the OECS) either through the National Focal Person in your country or through the UNDP Sub-regional Office in Barbados. We look forward to the successful implementation of your project.

UNDERSTANDING THE CONTRACT

The Memorandum of Understanding (MOU) you have signed with the United Nations Office for Project Services (UNOPS) is a legally binding contract which you must abide with and cannot change without agreement of both parties.

Ensure that you do the following:

- Read the entire MOU carefully and ask for clarification if you need help.
- Pay particular attention to the disbursement schedule; what conditions you must meet to receive each disbursement; sub-section 1.3 which places a limit for procurement beyond which approval must come from GEF SGP; and to the conditions as stated in the signed Project Review Form and Annex F and G where conditions are spelt out.

PROJECT MANAGEMENT COMMITTEE

As project management requires dedicated attention, we recommend that you establish a smaller group of dedicated volunteers whose task it is to advise the group and oversee the management of the project. Such a committee should be given clear terms of reference, one of which should be to report to the community at stated intervals or as required.

CONTACT INFORMATION

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KEEPING RECORDS

Keeping **accurate records are an absolute necessity** for all GEF SGP Projects. We therefore recommend that you establish a system which records and protects all:

- Outgoing project correspondence;
- Incoming project correspondence;
- Expenditures along with original invoices, bills and receipts;
- Contracts.
- In-Kind Co-funding and Cash Co-funding.

CONTRACTS

Contracts are legal documents between two or more persons which at minimum clearly state the goal, the outputs, the duration, the fees and any other conditions that the parties agree to. Contracts must be used to hire consultants who are required to undertake a particular task. If you are unable to prepare a contract and you need help, please contact the NFP and/or the GEF SGP Sub-regional office.

PROCUREMENT

For ordering equipment, goods, or services, we recommend that you get at least three quotations and to make a decision based on price, quality and in some cases level of maintenance services provided. Ensure that you get official quotations for all goods and services.

BUDGET AND EXPENDITURE

- Always ensure that you have sufficient funds in each budget line item before you agree to an expenditure.
- You should also ensure that you charge items to the right budget line item.
- Finally, you cannot transfer funds from one line item to another without first presenting a justification and a request to GEF SGP and waiting for the approval.

REPORTING

Always give yourself enough time to prepare, review, finalise and submit project reports on time. Delays in submission of reports will affect project implementation as disbursements follow the approval of reports. **CHECK THE MOU** for reporting dates and integrate them into your workplan.