

**PROJECT TEXT: CONSERVATION OF MARINE RESOURCES IN CENTRAL
AMERICA**

Funding Agreement: (BMZ 2007 66 667)



Internal document

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1. PROJECT SUMMARY	1
1.1. BACKGROUND TO THE PROJECT.....	1
1.2. STRATEGY AND INTERVENTION LOGIC.....	1
1.3. IMPLEMENTATION BODIES.....	2
1.4. PROJECT DURATION.....	2
1.5. TECHNICAL SUPPORT CONSULTANTS.....	2
1.6. CURRENT BUDGETARY STRUCTURE.....	3
2. LOGICAL FRAMEWORK	6
3. DESCRIPTION OF THE PROJECT	7
3.1. HIGHER PROJECT OBJECTIVE.....	7
3.2. PROJECT OBJECTIVE.....	7
3.3. EXPECTED RESULTS AND PLANNED ACTIVITIES.....	8
3.3.1. RESULT 1. The protection and conservation of the coastal-marine ecosystems in the marine area are secured.....	8
3.3.2. RESULT 2. Best management practices and the sustainable use of marine-coastal resources are applied.....	11
3.3.3. RESULT 3 Communication and effective exchanges to promote the adoption of new practices.....	13
4. PROJECT PLANNING	14
5. REPORTS FOR THE PROJECT	14
5.1. NARRATIVE REPORTS.....	14
5.2. ADMINISTRATIVE REPORTS.....	15
5.3. TIMELINE OF DOCUMENT DELIVERIES IN A TYPICAL YEAR.....	16
6. MONITORING AND EVALUATION.....	17
7. EXECUTION CALENDAR:	18

1. PROJECT SUMMARY.

1.1. BACKGROUND TO THE PROJECT.

The CCAD (Central American Commission for Environment and Development) signed the intergovernmental financial cooperation agreement with the Federal Republic of Germany, to support development of the Project "Conservation of Marine Resources in Central America" to be implemented by the Fund for the Mesoamerican Reef System (the MAR Fund).

The Project is governed by the Financial Contribution Agreement signed on 8 December 2010 by the MAR Fund and KfW, and the Separate Agreement signed on 29 March 2011.

In all the contributions to the Project amount to 6.3 million EUROS. The KfW is contributing a sum of 5 million EUROS. The protected areas and beneficiaries will make a contribution of 1,307,292 EUROS of their own funds, this counterpart corresponding to existing budgets for the protected areas and funds contributed by the MAR Fund and its members.

The area of the Project is delimited by the Mesoamerican Reef System, shared by Mexico, Belize, Guatemala and Honduras. The following priority Marine-Coastal Protected Areas (MCPAs) are the focus of the main Project investments:

1. Yum Balam Flora and Fauna Protection Area, México.
2. Port Honduras Marine Reserve, Belize.
3. Punta de Manabique Wildlife Sanctuary, Guatemala.
4. Sandy Bay West End Marine Reserve, Honduras.

1.2. STRATEGY AND INTERVENTION LOGIC.

The strategy of the Project focuses on implementing effective, long-term conservation mechanisms in the four areas. They will be based on planning, monitoring, updated management plans, control and surveillance systems, infrastructure and equipment, among other processes, in order to optimise the work performed by the administrators of the areas in accordance with the highest standards.

Support will also be given, following agreement with the various users of the MCPAs, for a series of activities to be defined by each protected area, with the aim of achieving sustainable use of the areas' resources, assets and services. These may, for example, include the following: codes of conduct for various extractive activities, programmes of incentives to involve communities in conservation, co-management of conservation zones together with users, strategies for the recycling of solid waste, mangrove reforestation and environmental education campaigns, good fisheries practice and responsible tourism.

The intervention logic of the Project focuses in general on improving the conservation and sustainable use of the biological diversity found in the four selected MCPAs. Conservation of the four MCPAs will be supported by first of all developing capabilities for planning, administration and monitoring, the underpinning of activities compatible with conservation of environmental services and assets, including the involvement of the parties concerned and State commitment.

This approach combines three operational strands:

- Conservation of marine-coastal ecosystems.
- Improvement of practices for the management and sustainable use of marine-coastal resources.
- Implementation of mechanisms for the exchange of knowledge and experience among the Project meta-groups, for example administrators of the MCPAs, or among users of the resources.

1.3. IMPLEMENTATION BODIES.

General financial coordination and administrative and technical supervision of the programme will be the responsibility of the MAR Fund's Central Office. The programme will be implemented by means of a decentralised structure operated through the Member Funds (the MAR Fund founders) and their local counterparts which administer the MCPAs.

This structure will be based on the following institutions:

- Mexico: FMCN (Fondo Mexicano para la Conservación de la Naturaleza - Mexican Fund for Nature Conservation).
- Belize: PACT (Protected Areas Conservation Trust).
- Guatemala: FCG (Fundación para la Conservación de los Recursos Naturales y Ambiente en Guatemala - Foundation for the Conservation of Natural Resources and the Environment in Guatemala).
- Honduras: FB (Fundación Biosfera - Biosphere Foundation).

The following local counterparts will serve as the implementers in the MCPAs:

- Mexico: CONANP (Comisión Nacional de Áreas Naturales Protegidas - National Commission for Protected Natural Areas), by means of a legally established NGO which will be selected yearly.
- Belize: TIDE (Toledo Institute for Development and Environment).
- Guatemala: CONAP (Consejo Nacional de Áreas Protegidas - National Council for Protected Areas).
- Honduras: the NGO Bay Islands Conservation Association-Roatan (BICA) and Roatan Marine Park (RMP).

1.4. PROJECT DURATION.

The execution period of the agreement is 5 years from January 2012.

1.5. TECHNICAL SUPPORT CONSULTANTS.

The consultancy service was awarded in an international public tender to the firm TYPESA / ZMT Bremen. The consultancy contract between the Mesoamerican Reef System Fund (MAR Fund) and the consultants was signed on 22 December 2011.

The main services to be provided by the consultancy firm will be as follows:

- Support preparation of the annual operating plans and offer assistance on specific issues.
- Support the Executive Management of the MAR Fund in the processes of Project promotion and funding rounds.
- Support the achievement of the goals, objectives and results expected.
- Participate in the process of monitoring and evaluating the minor donations approved, along with execution of the project.

The personnel allocated to technical consultancy comprises a permanent expert who will work at the MAR Fund Executive Management office for 36 months, and sectoral experts who will undertake missions dealing with specific aspects of the Project. In making use of short-term experts the MAR Fund Executive Management must first give its approval to the consultancy firm, having consulted with the KfW to confirm it has no objection. There are also plans to employ other support team experts at headquarters, in accordance with any needs which may arise as the Project progresses.

1.6. CURRENT BUDGETARY STRUCTURE.

Table 1: Current budget in Euros with variations registered to date.

Concepts	Total	Funding	
		KfW EUROS	Counterpart EUROS
Component 1 Protection	2,281,109	1,794,053	487,056
Component 2 Sustainable Management	1,829,368	1,099,612	729,756
Component 3 MAR Strengthening	550,880	522,000	28,880
Sub-total	4,661,357	3,415,665	1,245,692
Project Management	600,160	538,560	61,600
Technical assistance	747,530	747,530	0
Sub-total	1,347,690	1,286,090	61,600
Sundries	298,245	298,245	0
Total	6,307,292	5,000,000	1,307,292

This part of the budget will be implemented by the local counterparties which administer the areas.

Table 2. Budget by component: 1-2.

COMPONENT 1						
Code	Item	Unit	KfW Funding	Counterpart	TOTAL	
			USD	USD	USD	EUR
1.1.	Yum Balam (Mexico)	1	709,470	172,700.00	882,170	705,736
1.2.	Port Honduras (Belize)	1	617,288	90,000.00	707,288	565,830
1.3.	Punta de Manabique (Gua)	1	296,003	129,270.00	425,273	340,218
1.4.	Sandy Bay West End (Hond)	1	619,806	216,850.00	836,656	669,325
SUB-TOTAL COMPONENT 1			2,242,566	608,820.00	2,851,386.25	2,281,109.00
COMPONENT 2						
Code	Item	Unit	KfW Funding	Counterpart	TOTAL	
			USD	USD	USD	EUR
2.1.	Yum Balam (Mexico)	1	445,960	698,420.00	1,144,380	915,504
2.2.	Port Honduras (Belize)	1	253,125	117,075.00	370,200	296,160
2.3.	Punta de Manabique (Gua)	1	567,880	72,400.00	640,280	512,224
2.4.	Sandy Bay West End (Hond)	1	107,550	24,300.00	131,850	105,480
SUB-TOTAL COMPONENT 2			1,374,515	912,195.00	2,286,710.00	1,829,368.00

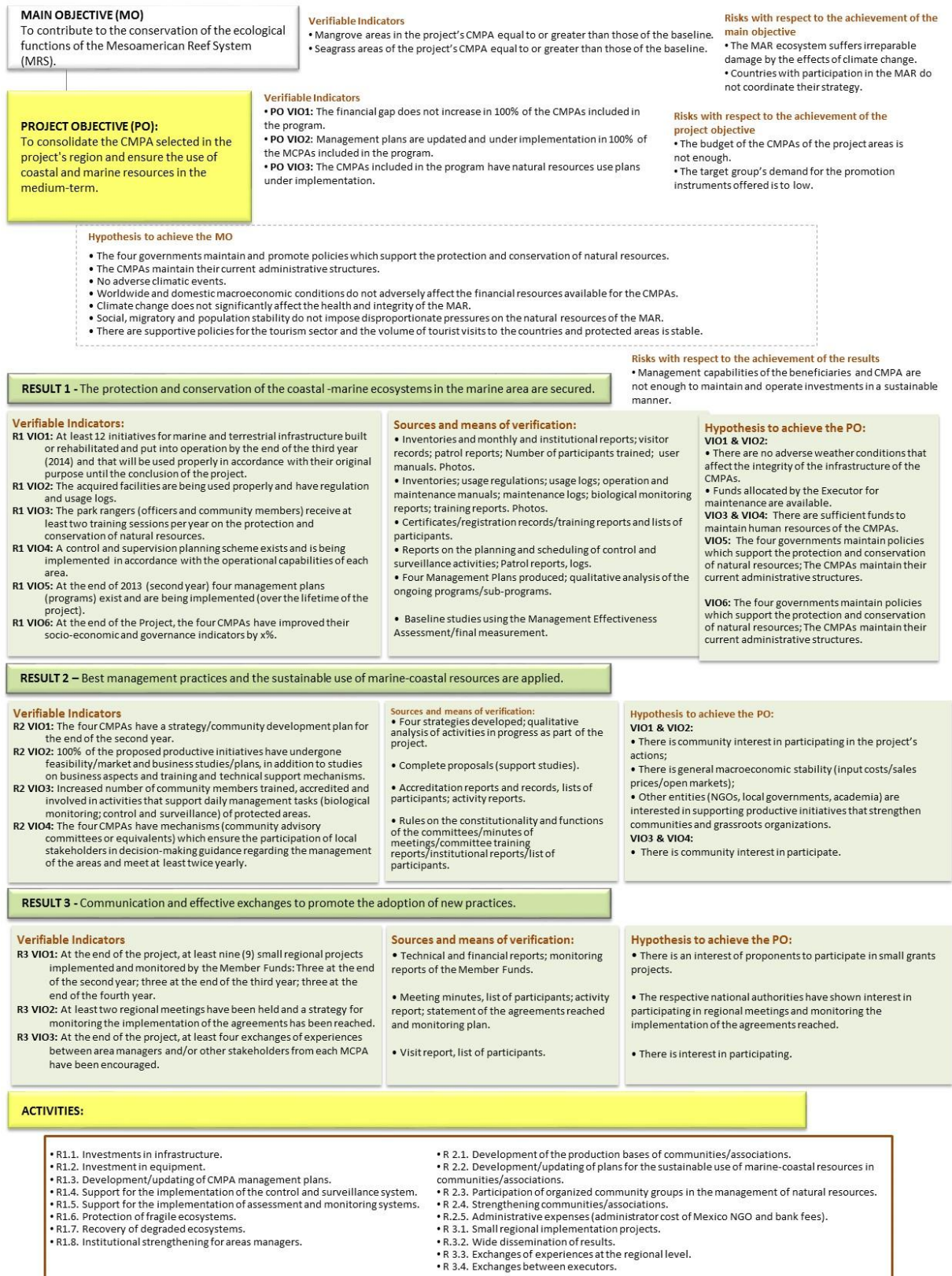
This part of the budget will be implemented by the Executive Management of the Mesoamerican Fund and the Member Funds.

Table 3. Budget Component 3

COMPONENT 3 - MAR STRENGTHENING						
Code	Item	Unit	Cost	Counterpart	TOTAL	
					USD	EUR
3.1	Minor					
3.1.1.	Funding Round	3	150,000		450,000	360,000
3.1.2	Supervision	3	22,500	10,000.00	77,500	62,000
3.1.3	Evaluation Committee Meetings	3	13,320	0.00	13,320	10,656
SUB-TOTAL				10,000.00	540,820.00	432,656.00

COMPONENT 3 - MAR STRENGTHENING						
Code	Item	Unit	Cost	Counterpart	TOTAL	
					USD	EUR
3.2	Exchange of experiences					
3.2.1.	Regional meeting	2	50,000	0.00	100,000	80,000
SUB-TOTAL				0.00	100,000	80,000
3.3	Dissemination					
3.3.1	Experts	5	3,000	7,500.00	22,500	18,000
3.3.2	Materials			18,600.00	38,600	30,880
SUB-TOTAL				26,100.00	61,100	48,880
Total Component 3				36,100	701,920	561,536

2. LOGICAL FRAMEWORK.



3. DESCRIPTION OF THE PROJECT

3.1. HIGHER PROJECT OBJECTIVE.

To contribute to the conservation of the ecological functions of the Mesoamerican Reef System.

Comments: The Project focuses its attention on preserving the MAR Reef (MAR) System in order to strengthen conservation efforts in four marine and coastal protected areas (MCPAs) in the countries of Mexico, Belize, Guatemala and Honduras. These MCPAs feature highly diverse ecosystems: coral reefs, mangroves, estuary and coastal lagoons, sandy beaches and marine grassland. The population is concentrated in settlements ranging from hundreds to several thousands of individuals, with relatively high rates of poverty. These communities are essentially engaged in fishing and tourism services, with a major impact on the MCPAs. This combines with the repercussions of other activities such as unregulated aquaculture, agricultural practices and the effects of climate change, all of which represents a growing threat to the conservation and sustainability of the MAR resources.

The main objective of the Project is to contribute to consolidation of the Marine and coastal protected areas, the protection of biological diversity and the sustainable use of its components, while increasing the economic well-being and improving the quality of life of the resident populations.

Higher Objective Indicators:

- Seagrass area in project MCPAs equal to or greater than the baseline.
- Mangrove areas in project MCPAs equal to or greater than the baseline

In order to measure these indicators the baseline figure for hectares of mangrove and marine grassland will be taken for the 4 MCPAs, this being the measurement established in 2008 by TMC as part of the Eco-regional Evaluation of the Mesoamerican Reef Project. A new measurement will need to be taken in the MCPAs in 2013 for the Project baseline. In the fifth year of implementation of the Project a second monitoring process will be performed to measure achievements in the planned indicators. The main evaluation criterion will be the % of grassland and mangrove compared with the baseline established in 2013.

Consideration will need to be given to other bioindicators which would be integrated on the basis of the biological monitoring being undertaken in the MCPAs.

3.2. PROJECT OBJECTIVE

To consolidate the Marine-Coastal Protected Areas (MCPAs) selected in the project's region and ensure the use of coastal and marine resources in the medium term.

Comments: The objective of the Project could make a significant contribution to establishing concrete regional strategies for the MAR Fund by means of specific interventions addressing three components. The first component focuses on underpinning management of the MCPAs through support for the priority needs identified in equipment and infrastructure, support for environmental monitoring plans, strengthening of control and surveillance systems and the protection and restoration ecosystems. The second component focuses on incentivising conservation efforts through the active involvement of communities and organisations, allowing them to contribute to the process of planning conservation projects and actions and organisational and productive development. The third component focuses on facilitating cooperation and exchange among the key actors involved in conservation and sustainable use of the Mesoamerican MCPAs and the funding of small-scale regional projects.

Project Objective Indicators:

- PO VIO1: The financial gap does not increase in 100% of the MCPAs included in the Programme.
- PO VIO2: Management Plans are updated and under implementation in 100% of the MCPAs included in the Programme.
- PO VIO3: The MCPAs included in the Programme have natural resources use plans under implementation.

To measure these indicators, a baseline will be established for the financial gap in place in each MCPA during the first year of Project execution, using the MARFin tool.

In each MCPA the number of exploitation plans established and with implementation status during 2013 will be recorded, with information on the progress in implementing these being updated, along with the number of new plans to be drawn up and implemented over the five years of the Project.

On the basis of the information set out in the MCPA reports, the number of natural resource exploitation plans in existence during each year of implementation of the Project will be recorded.

3.3. EXPECTED RESULTS AND PLANNED ACTIVITIES.

3.3.1. RESULT 1. The protection and conservation of the coastal-marine ecosystems in the marine area are secured.

Comments: This result is designed to facilitate and fund investments to improve the operational capacity of the MCPAs through investments in infrastructure and equipment. Support for environmental planning by generating and updating management plans will be an additional activity serving to achieve the result. Control and surveillance system implementation activities, along with the implementation of assessment and monitoring methods, make a specific contribution towards the conservation of ecosystems. Activities to restore and protect the ecosystems in place in the MCPAs will be further measures serving to achieve the planned result.

Result Indicators:

- R1 VIO1: At least 12 initiatives for marine and terrestrial infrastructure built or rehabilitated and put into operation by the end of the third year (2014) and that will be used properly in accordance with their original purpose until the conclusion of the project.
- R1 VIO2: The acquired facilities are being used properly and have regulation and usage logs.
- R1 VIO3: The park rangers (officers and community members) receive at least two training sessions per year on the protection and conservation of natural resources.
- R1 VIO4: A control and supervision planning scheme exists and is being implemented in accordance with the operational capabilities of each area.
- R1 VIO5: At the end of 2013 (second year) four management plans (programs) exist and are being implemented (over the lifetime of the project).
- R1 VIO6: At the end of the Project, the four CMPAs have improved their socio-economic and governance indicators by x%.

Planned activities/measures:

R 1.1. Investments in infrastructure.

Examples of the planned sub-activities would include:

- Construction of surveillance posts, centres for park rangers, repair of landing stages.
- Minor infrastructure to improve the operational and administrative capabilities of the areas.
- Refurbishment of existing infrastructure in the areas.
- Construction of visitor centres.
- Other activities proposed by the areas.

For investments in new infrastructure, consideration will be given prior to approval of the existence of local counterpart financial resources for their maintenance and operation.

R 1.2. Investments in equipment.

Examples of the planned sub-activities would include:

- Provision of equipment to facilitate supervision and surveillance tasks in the areas (motorboats, communications equipment).
- Equipment for nature reserve signage: buoys, signposts, etc.
- Equipment and supplies for park rangers.
- Office equipment.
- Diving equipment.
- Navigation equipment.
- Land-based inspection vehicles.
- Equipment for monitoring laboratories.
- Mooring facilities for tourism, fishing and other vessels.
- Other activities proposed by the areas.

R 1.3 Development/updating of MCPA management plans.

Examples of the planned sub-activities would include:

- Generation of management plans.
- Socialisation of management plans.
- Other activities proposed by the areas.

R 1.4 Support for implementation of the control and surveillance system.

Examples of the planned sub-activities would include:

- Staging of awareness-raising campaigns focusing on the existing MCPA regulations.

- Implementation of studies and agreement with other institutions for joint supervision and surveillance systems.
- Surveillance and inspection programmes with long-term economic sustainability.
- Systematisation of data on unlawful acts committed in the areas.
- Training courses in environmental legislation for tourism operators, MCPA administrators.
- Courses for park rangers.
- Environmental law courses in various subjects areas.
- Fisheries legislation courses for small-scale local fishermen, judges and MCPA administrators.
- Training courses in conservation techniques for staff of the protected areas, civil servants and municipal authorities.
- Courses in negotiation and conflict resolution and management.
- Other activities proposed by the areas.

R 1.5 Support for the implementation of assessment and monitoring systems.

Examples of the planned sub-activities would include:

- Generation of a baseline of mangrove cover and marine grassland in the four MCPAs.
- Measurement in the fifth year of implementation of the Project of the surface area and condition of mangroves and marine grassland in the four MCPAs, to achieve the established indicators.
- Training in the gathering of environmental and social indicator data in accordance with the AGRRA (Atlantic and Gulf Rapid Reef Assessment) protocol.
- Monitoring of reef health for decision-making, using the AGRRA system.
- Annual monitoring of financial deviations in the MCPAs, with application of the MARFin tool.
- Monitoring of environmental parameters and species of commercial importance.
- Other activities proposed by the areas.

R.1.6 Protection of fragile ecosystems.

Examples of the planned sub-activities would include:

- Channelling systems with buoys for vessels, serving to reduce the destruction of marine grassland by propellers.
- Signage to demarcate mangrove, marine grassland and coral areas.
- Beach protection.
- Marine mapping.
- Flora and fauna inventories.
- Other activities proposed by the areas.

R 1.7 Restoration of degraded ecosystems.

Examples of the planned sub-activities would include:

- Reforestation of mangrove areas and other species.
- Studies and activities to extend protected areas.
- Delimitation and protection of critical areas for recovery.
- Restoration of coral.
- Other activities proposed by the areas.

R 1.8 Institutional strengthening for areas managers.

Examples of the planned sub-activities would include:

- Promotional Material or Administrators organizations.
- Communication programs to promote organizations.
- Training for technical staff areas.
- Participation in international forums.
- Activities aimed at self-financing areas.

Other activities serving to achieve the indicators planned for the Project, whether with project funds or with other funds such as counterparty contributions.

3.3.2. RESULT 2. Best management practices and the sustainable use of marine-coastal resources are applied.

Comment: Result 2 considers those measures for the benefit of developing cooperation systems with civil society, along with those serving to share knowledge about the functioning of ecosystems in connection with their importance for conservation and sustainable use. With the involvement of communities and associations, restore and preserve key ecosystems within and beyond protected areas with a critical influence on conservation of the area. Promote and introduce sustainable fishing practices, including a system of minimum standards for sustainable products. Promote and introduce sustainable development micro-projects with associations and communities to reduce pressure on natural resources.

Result indicators:

- **R2 VIO1:** The four CMPAs have a strategy/community development plan for the end of the second year.
- **R2 VIO2:** 100% of the proposed productive initiatives have undergone feasibility/market and business studies/plans, in addition to studies on business aspects and training and technical support mechanisms.
- **R2 VIO3:** Increased number of community members trained, accredited and involved in activities that support daily management tasks (biological monitoring; control and surveillance) of protected areas.
- **R2 VIO4:** The four CMPAs have mechanisms (community advisory committees or equivalents) which ensure the participation of local stakeholders in decision-making guidance regarding the management of the areas and meet at least twice yearly.

Planned activities/measures.

R 2.1. Development of the productive fabric of communities/associations.

Examples of the planned sub-activities would include:

- Programmes of subsidies and direct incentives for investments in the fishing and tourism sectors and the corresponding value-added chains, in accordance with sustainability criteria.
- Support for alternative economic activities compatible with the environment.
- Micro-enterprises to reduce pressure on natural resources.
- Support for tourism initiatives with communities/associations.
- Other activities proposed by the areas.

R 2.2. Development/updating of plans for the sustainable use of marine-coastal resources in communities/associations.

Examples of the sub-activities would include:

- Design and implementation of regulations and codes of good practice for responsible tourism and fishing on the part of tourism operators, planners, visitors, others.
- Development of improvement plans in the fisheries sector, implementation of sustainable fisheries practice (implementation of key articles of the FAO Code of Conduct).
- Other activities proposed by the areas.

R 2.3. Participation of organized community groups in the management of natural resources.

Examples of the sub-activities would include:

- Implementation of resource management mechanisms by organised community groups.
- Environmental education campaigns focusing on environmental awareness-raising, importance of marine reserves, structuring and planning of MCPAs.
- Systems for the management of solid and liquid waste and refuse recycling.
- Group-community skills development in environmental issues.
- Generation of educational materials and technical datasheets on natural resources.
- Implementation of fishing sanctuaries.
- Strengthening of supervision and surveillance systems with community involvement.
- Participatory monitoring systems.
- Other activities proposed by the areas.

R 2.4. Strengthening of community/associations.

Examples of the sub-activities would include:

- Formulation and monitoring of operational working plans with communities/associations.
- Social and organisational skills development courses.
- Support for the legal registration of communities/associations.
- Other activities proposed by the areas.

Other activities serving to achieve the indicators planned for the Project, whether with project funds or with other funds such as counterparty contributions.

3.3.3. RESULT 3 Communication and effective exchanges to promote the adoption of new practices.

Comment: This result helps to compile and disseminate experiences of sustainable development processes undertaken in the MCPAs. Consolidate the existing monitoring systems within the MAR. Promote network mechanisms allowing administrators of protected areas, rangers and groups of key actors to undertake collective actions dealing with shared issues and challenges of importance in the region or in the protected area. Facilitate the delegation of experienced staff to the MCPAs to improve and harmonise MCPA management capacity.

Result indicators:

- **R3 VIO1:** At the end of the project, at least nine (9) small regional projects implemented and monitored by the Member Funds: Three at the end of the second year; three at the end of the third year; three at the end of the fourth year.
- **R3 VIO2:** At least two regional meetings have been held and a strategy for monitoring the implementation of the agreements has been reached.
- **R3 VIO3:** At the end of the project, at least four exchanges of experiences between area managers and/or other stakeholders from each MCPA have been encouraged

Planned activities/measures.

R 3.1 Small regional implementation projects.

Examples of sub-activities would include:

- 3 funding rounds for MAR Fund micro-projects staged.
- Monitoring of approved Projects.

R 3.2. Wide dissemination of results.

Examples of sub-activities would include:

- Generation of documents to systematise Project experiences and other documents of interest for the MCPAs.
- Generation of information documents: With basic information about the Project activities and the donors. Articles and datasheets to provide information about the activities undertaken by the Project on the website and on Facebook.
- Project visibility materials.

R3. 3. Exchange of experiences at the regional level.

Examples of sub-activities would include:

- Two regional meetings will be staged to discuss among the four countries of the MAR Fund the priority regional issues for marine-coastal ecosystem conservation.

R 3.4. Exchange between executors.

Examples of sub-activities would include:

- Communication networks and exchanges with field technicians will be funded within the context of the optional activities for small-scale projects. Funding will be provided for initiatives intended to promote

exchanges among the MCPA administrators and/or field technicians with responsibilities for management and exchanges among marine resource users. Gatherings will also be staged to promote the regional application of successful practices. No budget is allocated to this. These initiatives will be presented as competitive tender proposals.

4. PROJECT PLANNING.

The templates for the generation of the Annual Work Plans (AWPs) will be sent out by the MAR Fund Executive Management to the Member Funds and the MCPA administrators. The plan is to begin generating the new AWPs three months prior to closure of the previous AWP, in order to avoid any time lag in implementation of the Project.

For the specific MCPA AWPs, the Member Funds will themselves call on the local implementer bodies (MCPA administrations, and in the case of Mexico also the intermediary NGO body selected) to generate these. The implementer bodies will draw up the AWPs and be given a period of one month to send them to the Member Funds. The Funds will have 15 days to review the AWPs and send them to Executive Management. Executive Management will consolidate the AWPs for each MCPA in one single planning document, to be submitted no more than 15 days following receipt for approval by the Governing Board. It will likewise be required to give approval within no more than 15 days of receipt.

The MAR Fund Executive Management will draw up the general AWPs with the detailed information on the activities to be implemented in the year by Management and the Member Funds. The document will also contain information about the planning of the AWPs for the areas.

These AWPs will be sent by the Executive Management to the Governing Board of the MAR Fund, and will include any possible comments received, before being sent to KfW for it to register its acceptance.

The actions planned in the AWP for the last year must focus on implementation of the closure strategy and final evaluation of the Project.

5. REPORTS FOR THE PROJECT.

The MAR Fund Executive Management will generate the templates for each type of report set out in the Operational Manual. The reports to be submitted to KfW are as follows:

5.1. NARRATIVE REPORTS.

Quarterly narrative reports: these are succinct reports of at least two pages dealing with the key aspects of Project implementation. During the year, two quarterly reports will be developed for the periods January-March and July-September. These reports will be sent by the local counterparts to the Member Funds in the first week after the conclusion of the quarter being reported (April, October). The Member Funds will submit the revised report to the MAR Fund Executive Management on the second week of April and October. The MAR Executive Management will submit the consolidated report to KfW no more than one week later.

Semi-annual narrative report: this is a complete report that describes in detail the progress made in the project and the evolution of all other relevant general conditions (objectives achieved and results expected, evolution of indicators). This report will only be produced halfway through each year for the period from January to June, since at the end of the year all this information will be included in the annual report. The local counterparts will send the report to the Member Funds in the second week of July. The Member Funds will submit the revised report to MAR Fund on the last week of July.

Member Fund monitoring report: For the elaboration of this report the Manual Project Cycle of MAR Fund will be used. The report should have information related to the achievement of the Project objectives, results and foreseen activities and observations of the methodology implemented. The Member Funds should visit the protected area in the first week of August for the field visit. In the following two weeks they should develop the report, and send it to MAR Fund in the last week of August.

Annual narrative reports: Annual report on progress made in the programme and the evolution of all other relevant general conditions (objectives achieved and results expected, evolution of indicators). The local counterparts will send these to the Member Funds no more than 15 days after the end of the year in question (second week of January). The Member Funds will submit the revised report to in the MAR Fund Executive Management no more than one month after the end of the year in question (last week of January). MAR Fund Executive Management will submit the report to KfW no more than two months after the end of the year in question (last week of February).

Report on the concept of operation and maintenance of activities: This report will need to indicate how the Project activities and results will be maintained once financial Corporation comes to an end. In the fourth year of Project implementation the Member Funds will submit this one month prior to closure of the fourth year. The MAR Fund Executive Management will submit the report to KfW no more than one month after the end of the fourth year of the Project.

Final Report: Information on activities undertaken over the 5-year timeframe of the Project. The Member Funds will submit this to the MAR Fund Executive Management one month after the end of the fifth year of Project implementation. The MAR Fund Executive Management will submit the final report to KfW no more than two months after conclusion of the Project.

5.2. ADMINISTRATIVE REPORTS.

Monthly reports: these are the daybooks for each of the specific Project accounts. Each month the area administrators must send the daybook to the Member Funds. Each month the Member Funds must send the MAR Fund Executive Management the daybooks for the area administrator accounts and their own accounts. Each month the Member Funds must send Executive Management a copy of the statements of their special accounts and the sub-accounts of the area administrators.

Four-monthly accounts settlement and disbursement request reports: these must be submitted to Executive Management with a breakdown recording the expenditure made, a copy of the statements of the special accounts and the national sub-accounts, with a monthly bank reconciliation, and the expenditure planned for the following four-month period. The Member Funds will send the report to the MAR Fund Executive Management every 4 months, by the 15th of the final month corresponding to the current four-month period at the latest. The MAR Fund Executive Management will review and collate the information from the four countries and submit this to KfW at the end of the four-month period.

5.3. TIMELINE OF DOCUMENT DELIVERIES IN A TYPICAL YEAR

Deliveries		Action	January	February	March	April	May	June	July	August	September	October	November	December	January	February	
NARRATIVES	Quarterly Narrative Reports	Generated by the Area															
		Sent from Area to Member Fund															
		Sent from Member Fund to Executive Management															
		Sent from Executive Management to KfW															
	Semi annual Narrative report	Generated by the Area															
		Sent from Area to Member Fund															
		Sent from Member Fund to Executive Management															
	Member Fund Monitoring Report	Visit of Member Fund to the Area															
		Development of report by Member Fund															
		Sent from Member Fund to Executive Management															
	Annual narrative report	Generated by the Area															
		Sent from Area to Member Fund															
Sent from Member Fund to Executive Management																	
Sent from Executive Management to KfW																	
ADMINISTRATIVOS	Daybooks for specific project accounts and account statements Monthly	Generated by the Area															
		Sent from Area to Member Fund															
		Reviewed by Member Fund															
		Sent from Member Fund to Executive Management															
	Accounting entries and specific account bank documents Two-monthly	Generated by the Area															
		Sent from Area to Member Fund															
	Settlement of accounts, record sheets and request for disbursement - Four-monthly	Generated by Member Fund															
		Sent from Member Fund to Executive Management															
Executive Management review and payment request																	
Sent from Executive Management to KfW																	

6. MONITORING AND EVALUATION.

Monitoring and follow-up of implementation of the Project at the MCPA level will be guaranteed by the Member Funds, which will employ the MAR Fund Project Cycle Manual. Each Fund will appoint an evaluator who will be responsible for monitoring. Where necessary the Funds may receive support from members of the MAR Fund Evaluation Committee with regard to certain specific individual monitoring aspects. If necessary, a member of the Evaluation Committee may be invited to take part in the field visit. The plan is for each evaluator to perform at least one monitoring visit in the area each year, half-way through Project implementation. Each evaluator will draw up a report on the visit, setting out information regarding fulfilment of objectives, results and planned activities, and observations on the methodology deployed.

The recommendations and results of these field missions will allow Executive Management to implement any relevant modifications, including, where necessary, a refocusing of the Project.

Mid-term evaluation missions and final Project evaluation are also planned. These processes will be undertaken by short-term experts, using international technical support financial resources.

Based on the recommendations made by the expert in monitoring and evaluation, it has been established the conducting of two External Results Oriented Monitoring missions (ROM), to be held at the end of the second and fourth year. The purpose will be to provide timely, independent and properly focused information on the implementation of the project. It will contribute to the activities focus towards the indicators results and objectives planned. Monitoring results will be presented in a synthetic and standard report containing findings regarding the status of the project at the time of the visit in relation to the following parameters: a) Quality design, b) Efficiency, c) Efficacy, d) outlook impact, e) sustainability. This will also help to provide inputs for the preparation of each Work Plan.

The reports on the monitoring and evaluation missions will be delivered to the Member Funds and to the beneficiaries in order for them to give consideration to any recommendations which may be derived therefrom. The beneficiaries will undertake to offer effective and productive cooperation with the technical staff members and experts in order to provide them with all information and documentation necessary, and to facilitate access to Project offices and activities.

In 2013, the Project has a Monitoring and Evaluation Manual developed by an external consultancy, and this will be applied to the project since the second semester of the second year.

