Naoko Ishii
CEO and Chairperson

13 May 2014

Honourable Larry Howai
Minister of Finance and the Economy
Ministry of Finance
Eric Williams Finance Building
Independence Square, Port of Spain
Republic of Trinidad and Tobago

Ms Gayatri Badri Maharaj
GEF Operational Focal Point
Managing Director (Ag)
Environmental Management Authority
#8 Elizabeth Street, St. Clair
Port of Spain
Republic of Trinidad and Tobago

Re: GEF - Reports to Conventions Grant No. TF016671
Trinidad and Tobago – Revision of National Biodiversity Strategy and Action Plan (NBSAP)
and Preparation of the 5th National Report to the Convention on Biological Diversity (CBD)

Dear Sirs:

In response to the request for financial assistance made on behalf of the Republic of Trinidad and Tobago (“Recipient”), I am pleased to inform you that the International Bank for Reconstruction and Development (“World Bank”), through the Global Environment Facility (“GEF”) Secretariat, proposes to extend to the Recipient a grant from the Reports to Conventions window of the GEF trust fund in an amount not to exceed Two Hundred and Twenty Thousand United States Dollars (U.S. $220,000) (“Grant”) on the terms and conditions set forth or referred to in this letter agreement (“Agreement”), which includes the attached Annex, to assist in the financing of the project described in the Annex (“Project”).

This Grant is funded out of the GEF trust fund for which the World Bank, as the trustee of the fund, receives periodic contributions. In accordance with Section 3.02 of the Standard Conditions (as defined in the Annex to this Agreement), the World Bank’s payment obligations in connection with this Agreement are limited to the amount of funds made available to it under the GEF trust fund, and the Recipient’s right to withdraw the Grant proceeds is subject to the availability of such funds.

The Recipient represents, by confirming its agreement below, that it is authorized to enter into this Agreement and to carry out the Project in accordance with the terms and conditions set forth or referred to in this Agreement. In conformity with the understanding reflected in paras. 23-24 of GEF Council paper (GEF/C.38/6/Rev.1) on the policies and procedures for the execution of selected GEF activities, the
Recipient also acknowledges that, if any of the projects/programs identified as a result of the Project are financed with GEF funds, the projects/programs in question will have to comply with applicable environmental and social requirements.

Please confirm the Recipient's agreement to the foregoing by having an authorized official of the Recipient sign and date the enclosed copy of this Agreement, and returning it to the World Bank. Upon receipt by the World Bank of this countersigned copy, this Agreement shall become effective as of the date of the countersignature; provided, however, that the offer of this Agreement shall be deemed withdrawn if the World Bank has not received the countersigned copy of this Agreement within ninety (90) days after the date of signature of this Agreement by the World Bank, unless the World Bank shall have established a later date for such purpose.

Very truly yours,
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT (through the Global Environment Facility Secretariat)

By ________________
CEO/Chairperson, Global Environment Facility

AGREED:
Republic of Trinidad and Tobago

By ________________
Authorized Representative

Name ________________
Title Permanent Secretary
Date ________________

Enclosures:


(2) Disbursement Letter of the same date as this Agreement, together with World Bank Disbursement Guidelines for Projects, dated May 1, 2006.
ANNEX

Article I
Standard Conditions; Definitions


1.02. **Definitions.** Unless the context requires otherwise, the capitalized terms used in this Agreement have the meanings ascribed to them in the Standard Conditions or in this Agreement.

Article II
Project Execution

2.01. **Project Objective and Description.** (a) The objective of the Project is to assist the Recipient in: (i) preparing the national report pursuant to Article 26 of the Convention on Biodiversity (CBD); (ii) revising the national biodiversity strategy and action plan (“NBSAP”) pursuant to Article 6 of the CBD; and (iii) undertaking clearing house mechanism activities.

(b) The Project consists of the following activities: (i) rapid stocktaking and review of relevant plans, policies and procedures for biodiversity; (ii) identification of stakeholders, consultations and awareness on biodiversity; (iii) rapid assessment of the causes and consequences of biodiversity loss highlighting the value of biodiversity and ecosystem services and their contribution to human well-being; (iv) setting national targets, principles and main priorities of the NBSAP through national consultations; (v) sectoral integration including mainstreaming biodiversity into development, poverty reduction and climate change plans through sectoral consultations; (vi) development of a plan for capacity development for NBSAP implementation; (vii) technology needs assessment for implementation of biodiversity management; (viii) development of a communication and outreach strategy for the NBSAP; (ix) development of a plan for resource mobilization for NBSAP implementation; (x) establishment/strengthening of national coordination structures on biodiversity; (xi) development of a clearing house mechanism development; (xii) development of indicators and monitoring approach for the NBSAP; (xiii) preparing and submitting the final Fifth National Report to the Secretariat of the CBD, with immediate notification to the World Bank of such submission, in accordance with Section 4.03 of this Agreement; and (xv) reporting the revised NBSAP to the Conference of the Parties (as defined under the CBD), with immediate notification to the World Bank of such reporting, in accordance with Section 4.03 of this Agreement.

2.02. **Project Execution Generally.** The Recipient declares its commitment to the objective of the Project. To this end, the Recipient shall carry out the Project through its Environmental Management Authority under the Ministry of Environment in accordance with the provisions of: (a) Article II of the Standard Conditions; (b) the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011 (“Anti-Corruption Guidelines”); and (c) this Article II.

2.03. **Donor Visibility and Visit.** (a) The Recipient shall take or cause to be taken all such measures as the World Bank may reasonably request to identify publicly the GEF’s support for the Project.

(b) For the purposes of Section 2.09 of the Standard Conditions, the Recipient shall, upon the request of the World Bank, through the GEF Secretariat, enable GEF representatives to visit any part of the Recipient’s territory for purposes related to the Project.

2.04. **Project Monitoring, Reporting and Evaluation.** (a) The Recipient shall monitor and evaluate the progress of the Project in accordance with the provisions of Section 2.06 of the Standard Conditions. Without
limitation to the foregoing, the Recipient shall furnish to Secretariat established under Article 24 of the CBD, with immediate notification to the World Bank, the Fifth National Report and the revised NBSAP referred to in Section 2.01 of this Agreement not later than one month before the Closing Date specified in Section 3.03 of this Agreement. This report will be the Completion Report referred to in Section 2.06 (ii) of the Standard Conditions.

2.05. **Financial Management.** (a) The Recipient shall ensure that a financial management system is maintained in accordance with the provisions of Section 2.07 of the Standard Conditions.

(b) The Recipient shall ensure that interim unaudited financial reports for the Project are prepared and furnished to the World Bank not later than forty-five days after the end of each six months, covering the six months, in form and substance satisfactory to the World Bank.

(c) The Recipient shall have its Financial Statements audited in accordance with the provisions of Section 2.07 (b) of the Standard Conditions. The audit of the Financial Statements shall cover the entire period during which withdrawals from the Grant Account were made or any other period as agreed with the World Bank. The audited Financial Statements for such period shall be furnished to the World Bank not later than six months after the end of such period.

2.06. **Procurement.** All goods, non-consulting services, and/or consulting services required for the Project and to be financed, fully or partially, out of the proceeds of the Grant shall be procured in accordance with the requirements set forth or referred to in the “Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers”, dated January 2011 (“Procurement Guidelines”), and the “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers”, dated January 2011 (“Consultant Guidelines”).

2.07 Any contract for Eligible Expenditures to be financed in full or in part out of the proceeds of the Grant shall be included in the procurement plan prepared by the Recipient and approved by the World Bank in accordance with the Procurement Guidelines and the Consultant Guidelines, prior to initiating the procurement process for any such contract.

**Article III**

**Withdrawal of Grant Proceeds**

3.01. **Eligible Expenditures.** (a) The Recipient may withdraw the proceeds of the Grant in accordance with the provisions of: (i) the Standard Conditions; (ii) this Section; and (iii) such additional instructions as the World Bank may specify by notice to the Recipient (including the “World Bank Disbursement Guidelines for Projects” dated May 2006, as revised from time to time by the World Bank and as made applicable to this Agreement pursuant to such instructions), to finance 100% of Eligible Expenditures consisting of goods, non-consulting services, consultants’ services including audit, meetings, workshops, training, and operating costs for the Project, inclusive of taxes.

(b) For the purposes of this Section, the term: (i) “meetings, workshops and training” means the reasonable costs, as shall have been approved by the World Bank, for training and workshops conducted under the Project, including tuition, travel and subsistence costs for training and workshop participants, costs associated with securing the services of trainers and workshop speakers, rental of training and workshop facilities, preparation and reproduction of training and workshop materials, and other costs directly related to training course and workshop preparation and implementation (but excluding goods and consultants’ services); and (ii) “operating costs” means the reasonable costs, as shall have been approved by the World Bank, for the incremental expenses incurred on account of Project implementation, consisting of vehicle operation and maintenance, communication and insurance costs, banking charges, rental expenses, office (and office equipment) maintenance, utilities, document duplication/printing, consumables, travel cost and per diem for Project staff for travel linked to the implementation of the Project, and salaries of contractual
staff for the Project (but excluding consultants’ services and salaries of officials of the Recipient’s civil service).

3.02. **Withdrawal Conditions.** Notwithstanding the provisions of Section 3.01 of this Agreement, no withdrawal shall be made for payments made prior to the date of countersignature of this Agreement by the Recipient.

3.03. **Withdrawal Period.** The Closing Date referred to in Section 3.06 (c) of the Standard Conditions is 16 months after the date of countersignature of this Agreement by the Recipient.

**Article IV**

**Recipient’s Representative; Addresses**

4.01. **Recipient’s Representative.** The Recipient’s Representative referred to in Section 7.02 of the Standard Conditions is its Ministry of Finance.

4.02. **Recipient’s Address.** The Recipient’s Address referred to in Section 7.01 of the Standard Conditions is:

Ministry of Finance  
Eric Williams Finance Building  
Independence Square, Port of Spain  
Republic of Trinidad and Tobago

Telex: +868 627-9700  
Facsimile: +868 627-9700

4.03. **World Bank’s Address.** The World Bank’s Address referred to in Section 7.01 of the Standard Conditions is:

International Bank for Reconstruction and Development  
c/o CEO/Chairperson, Global Environment Facility  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

Cable: INTBAFRAD  
Telex: 248423 (MCI) or 64145 (MCI)  
Facsimile: 1-202-477-6391