
Readiness Proposal

with Ministry of Economic Growth and Job Creation for Jamaica

6 January 2016 | NDA Strengthening and Country Programming



**GREEN
CLIMATE
FUND**

(Please submit completed form to countries@gcfund.org)

Executive Summary (in one page)	
Country (or region)	Jamaica
Submission Date	6/01/2016
NDA or Focal Point	Ministry of Economic Growth & Job Creation
Contact Point (both NDA/FP and delivery partner)	<p>NDA/Focal Point Contact Person: Name: Una May Gordon Position: Principal Director, Climate Change Division Institution: Ministry of Economic Growth & Job Creation Address: 16A Half-Way-Tree Road, Kingston 5, Jamaica Phone number(s): (876)851-8876; (876) 633-7354 E-mail address: Unamay.gordon@megjc.gov.jm</p>
Readiness Area/s	<input checked="" type="checkbox"/> 1. Establishing and strengthening National Designated Authorities (NDAs) or Focal Points <input checked="" type="checkbox"/> 2. Strategic frameworks for engagement with the Fund, including the preparation of country programmes <input type="checkbox"/> 3. Selection of implementing entities or intermediaries, and support for accreditation <input type="checkbox"/> 4. Initial pipelines of programme and project proposals
Request Summary (in 200 words)	<p>Because of its wide range of responsibilities and functions and its small staff size, the Climate Change Division (CCD) is currently not in a position to adequately and expeditiously provide the on-going technical personnel support needed to adequately perform some of its functions as NDA. Nevertheless, given Jamaica's vulnerability to climate change impacts and the country's promptness to undertake adaptation initiatives, it is important that CCD maintains and strengthens its engagement with the Green Climate Fund. This proposal therefore presents a request for readiness support to allow for strengthening of the NDA and development of a country programme for the GCF.</p>
Anticipated Duration	01/02/2017 – 31/09/2018 (18 months)
Estimated total cost	US\$ 300,000

SECTION A: RATIONALE FOR REQUEST

A.1

Background

Natural disasters and vulnerability to climate change have been identified as major challenges to economic growth of Jamaica. Jamaica is an island state in the Caribbean Sea with a total land mass of 10,991 square kilometres and a population of approximately 2.7 million people. The country lies within a region of traditionally high hurricane activity and experiences frequent direct impacts and indirect storm damages. Between 2001 and 2012 Jamaica experienced 11 storm events (including 5 major hurricanes) and several flood events. These events combined resulted in loss and damage amounting to approximately J\$122 billion¹. In one case (Hurricane Ivan, 2004) the loss was equivalent to 8.0% of GDP. The damage and losses have resulted in a heavy fiscal burden, increased indebtedness, and the redirection of resources from medium-term development plans.

Approximately 82% of the population lives in coastal towns and communities located within 5 km of the coastline. The coastal zone contains an estimated 75% of productive industries and service sectors and is responsible for contributing an estimated 90% to the country's GDP. Settlement patterns and location of major infrastructure along the coast increase vulnerability to natural hazard impacts. Also, inadequately managed urban growth has contributed to unplanned settlements in marginal and environmentally sensitive lands in flood plains and on unstable slopes. Environmental degradation of watersheds and coral reefs has decreased the ability to provide critical environmental services such as coastal protection from storm surge.

Jamaica's vulnerability to global climate change will likely increase in a number of ways. Based on recent projections made by the Climate Studies Group, Mona, UWI, by the end of this century: Caribbean temperatures are projected to rise by up to 4°C; drying is projected to be between 25%-30%, with it being most severe between the months of June – October. Although the number of storms are not expected to increase, the projections are that they will be more intense with higher rainfall rates and increased maximum winds.

Strategic Planning Framework

After extensive consultation, Jamaica developed its first long-term national development plan in 2008, referred to as Vision 2030 Jamaica, and Hazard Risk Reduction and Adaptation to Climate Change is one of the fifteen (15) Outcomes of this plan. To achieve this outcome, Vision 2030 Jamaica outlined a number of critical strategies and actions to be implemented over a twenty year period. One of the most important actions identified was the development of a national climate change policy framework. The former Ministry of Water, Land, Environment and Climate Change coordinated the development of this National Climate Change Policy Framework, which was approved by the Cabinet in 2015. When implemented, it is expected that the policy framework will provide the framework for and encourage the implementation of actions to adapt to climate change and contributing to the efforts to reduce global rate of climate change.

One of the main objectives of the Climate Change Policy Framework is the mainstreaming of climate change considerations in the national policy formulation and development planning processes and one of the key outputs that is expected of the policy is the preparation of climate change adaptation & mitigation strategies and action plans for all the priority sectors. The Climate Change Division (CCD)

¹ Derived from Damage and Loss Assessment Reports for various events, PIOJ.

was mandated to facilitate, guide, and coordinate the development of these strategies and action plans. The CCD has therefore commenced the process of coordinating the preparation of sector strategy and action plans for twelve sectors. Financing/commitment were secured from a number of development partners to facilitate the preparation of these sector strategies and action plans over a 24 to 30 months period. Work has begun on three of these sector strategies and action plans, these are the agricultural, forestry and the fisheries sectors. The other sectors to be addressed include Tourism, water, human health, human settlements, coastal resources, transport, energy, waste management and finance.

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Justification for request

Despite having the core skill set required to carry out the functions of a NDA, the CCD because of the wide range of its responsibilities and functions, and it's very small staff complement, is not in a position at this stage of its establishment to adequately and expeditiously provide the on-going technical personnel support needed to adequately perform some of its functions as NDA. These functions include:

- a) Development of national strategic priorities for engagement with the fund, and to ensure alignment of these priorities with existing and emerging national and regional strategies, plans and programmes.
- b) Engaging national and local government, civil society and private sector stakeholders, to promote the Green Climate Fund, its funding priorities, and transmit information that it requires to be distributed to potential beneficiaries.
- c) Collaborating with the accredited entities to facilitate the review process within the government for project proposals to be considered for submission to the GCF;
- d) Coordinating the necessary consultation to facilitate assessment and feedback from key stakeholders, which will help to guide the NDA in determining the consistency of funding proposals from intermediaries and implementing entities, with national plans and strategies.
- e) Ensuring consistency of funding proposals from national, subnational, regional and international intermediaries and implementing entities with national plans and strategies.

The Ministry of Economic Growth & Job Creation (MEGJC) is currently in the process of reviewing the structure of the Climate Change Division with a view to putting in place a more appropriate structure, which is adequately resourced to carry out its mandate. The expectation is that this process will be completed by March 2018. Consequently, the readiness support being sought will provide an interim solution, as it is anticipated that the more permanent solution will be put in place when the CCD is properly structured and resourced to effectively execute its roles as Jamaica's NDA.

SECTION B: SCOPE OF WORK

B.1

Description of activities

To address the constraints presented above, the services of a consultant or consultants in Development Planning /Strategic Development Planning/Climate Finance is being sought over a 21 months period to carry out activities in Readiness Areas 1& 2, as follows:

Readiness Area 1:

- a) Strengthen the capacity of the NDA to promote the GCF, as well as its priorities and financing options to all stakeholders, including the private sector, civil society and the public sector (both at the national and local levels).
- b) Assist the NDA to play its proper role in collaboration with accredited entities to facilitate the development, review and monitoring of GCF project/programme concept/proposal;
- c) Coordinate across stakeholders and facilitate effective consultation and communication
- d) Establish a system to review proposals and issue recommendations (for no objections)
- e) Facilitate the communication of nominations of prospective public and private sector entities seeking accreditation with the Fund.
- f) Establish capacity and systems to maintain oversight of the overall portfolio of GCF projects and programmes in the country, including through developing a framework for evaluating and reporting on the activities of the Fund and other relevant finance mechanisms and institutions at a portfolio level.

Readiness Area 2:

- a) Development of strategic priorities for engagement with the Fund, based on existing climate change policy framework, national development plan and sector strategy and plans being developed and other relevant documents.
- b) Develop the capacity of the NDA to facilitate the expeditious completion of sectoral resilience strategies and action plans. Develop the capacity to coordinate the input of these strategies into the country programme, and to follow-up on ongoing updating/refinement of the strategic priorities for engagement with the Fund.

B.2

Expected results

Activity 1: Institutional capacities of the NDA are built to effectively fulfill its roles and responsibilities in relation to the Fund.

Activity 2: Development, through a stakeholder engagement process, of a country programme to include elements provided in the Fund's Initial general guidelines for country programmes, which will include programming priorities and programme/project concepts consistent with the Fund's Initial results management framework and Initial investment framework.

- i) Outcome 1: A strengthened and fully functional NDA. The indicators being (along with those presented in Annex I): a) the level of awareness of the GCF's priorities and financing options among members of the civil society, the private sector and the public sector; b) system for reviewing proposals and issuing recommendations (or no objections) established; c) capacity and systems in place to maintain an oversight of the overall portfolio of GCF projects and programmes in the countries.
- ii) Outcome 2: National GCF work programme and priorities established: Indicators include (along with those presented in Annex I) the level of awareness of key stakeholders on national climate finance priorities.

SECTION C: BUDGET (include total cost and share of GCF funding)

A detailed budget will be provided with the Inception Document. Based on the guidance from the standardized package for activities 1 and 2, the following high-level budget breakdown is envisaged:

Cost Category	Amount (in US\$)*
	Package 1+2 combined
Consultant fees	135,000
Travel & per diem of consultants (standard rate set by the government of Jamaica)	43,000
Workshops (venue, catering, travel, per diem, materials, etc.)	99,600
Other (incl. audit costs)	5,000
Contingency (up to 5.8%)	17,400
Total	300,000

SECTION D: IMPLEMENTATION PLAN

D.1 Implementation arrangements

The NDA will take responsibility for fiduciary management of readiness funding and will procure consultancy services necessary to deliver activities of Readiness Areas 1 and 2. Detailed implementation arrangements including the procurement plan and a detailed implementation plan will be further elaborated in the inception report.

D.2 Disbursement and implementation schedule

The funding will be transferred:

- The first disbursement, which amounts US\$ 250,000, will be transferred upon the submission of an inception report to the Fund, in form and substance acceptable to the Fund, which includes detailed implementation plan, procurement plan and budget;
- The second and final tranche of US\$ 50,000 will be transferred upon submission of an interim progress report and financial report, in form and substance acceptable to the Fund. A completion report including , financial report and an audited expenditure statement will be submitted at the end of the project

D.3 Procurement plan

Procurement processes of the GOJ Handbook of Public Sector Procurement Procedures Volume 2 and Volume 3, March 2014, will be used throughout the implementation of this project. The NDA, will competitively procure services consistent with its procurement policies.

Local Competitive Bidding Contract Threshold is above J\$5M up to J\$15M in the GOJ/Ministry of Finance, Circular No.16 dated May 14, 2012. Local Competitive Bidding is outlined in GOJ Handbook V3, March 2014 with provisions as outlined below:

1. The Procuring Entity issues a general advertisement in daily newspapers inviting appropriately qualified consultants.
2. A valid TCC is required at bid submission.
3. Standard Bidding Documents are used.
4. Evaluation is carried out by the Evaluation Committee.
5. The contract is subsequently approved by the Head of the Procuring Entity and submitted to the NCC through the NCC's Sector Committee.
6. The Award Recommendation is endorsed by the National Contracts' Commission.
7. The contract is awarded by the Head of the Procuring Entity.

Consultants will therefore be procured on a competitive basis and the terms of reference of consultants will be developed further to include the tasks outlined in the request summary. The NDA may also add other tasks to the ToRs of the consultants in accordance with the Fund's defined scopes of work (and within the resource envelope in this proposal).

For items such as venues and travel for stakeholder workshops to be organized, a shopping method will be used to procure such services consistent with the GOJ procurement policies.

Information on the process and the results of procurement undertaken will be included in the inception document where such information can be provided in advance and, in any case, in the interim progress or completion reports once such procurement has been undertaken and completed.

SECTION E: MONITORING & REPORTING PLAN

The reports will be submitted as per Section D.2, and will include reporting against the logical framework included in annex 1.

An external audit will be conducted through the engagement of a Consultant/Firm using the Selection Under A Fixed Budget (SFB) Method. This SFB is based on disclosing the available budget to invited consultants in the Request for Proposals (RFP) and selecting the consultant with the highest-ranking technical proposal within the budget. Because consultants are subject to a cost constraint, they will adapt the scope and quality of their services to that budget. The Procuring Entity must, therefore, ensure that the budget is compatible with the TOR and that consultants will be able to perform the tasks within the budget.

SECTION F: RISK & MITIGATION MEASURES

No risks have been identified and evaluated at this moment. Further assessments may be carried out and, when applicable, the results of these will be presented to the Fund in the Inception Report.

Annex I. Logical Framework

	PROJECT SUMMARY	INDICATORS	BASELINES
OUTCOMES	1. NDA's capacity to undertake Fund-related responsibilities and engage national stakeholders strengthened	1.1 Capacity to coordinate across stakeholders and facilitate effective consultation and communication 1.2 Knowledge on climate and finance priorities strengthened 1.3 System for reviewing proposals and issuing recommendations (or no-objections) established 1.4 Capacity and systems to monitor, evaluate and report on the activities of the Fund and other relevant finance mechanisms and institutions established 1.5 Information on procedures of the Fund to disseminated to country stakeholders	
	2. Strategic framework for engagement with the Fund developed	2.1 Engagement of private sector, civil society, government and local government stakeholders on priorities for engagement with the fund	

		<p>2.2 Priorities for project and concepts to be developed for accessing established</p> <p>2.3 Country programming document developed and published in adherence with the initial guidance from the Fund</p>	
<p>OUTPUTS</p>	<p>1.1 A process for supporting coordination across stakeholders and facilitating engagement (including periodic meetings / workshops)</p> <p>1.2 Annual report on activities of the Fund and other relevant funding mechanisms and institutions in the country</p> <p>1.3 Information materials on the operational procedures of the Fund in local languages (where relevant) and distribution lists of recipients</p>	<p>1.1.1 Write up of the coordination process, and convening schedule</p> <p>1.1.2 Meeting report and participant lists documenting engagement of at key groups</p> <p>1.2.1 Electronic copy of the annual report, and details of public dissemination channels</p> <p>1.3.1 Links to electronic copies of presentations, information materials, climate and development information disseminated to distribution lists where relevant.</p> <p>1.3.2 At least three information materials on the fund developed and disseminated to key players in the private sector, the NGO community and the public sector</p>	

	<p>2.1 Country programme, including elements provided in the Fund's Initial Guidelines for Country Programmes</p> <p>2.2 Summaries of meetings of multi-stakeholder engagement, including list of participants</p>	<p>2.1.1 Copy of country programme, completed using the initial guidance on country programmes prepared by the GCF secretariat</p> <p>2.1.2 Background documentation on the programme, and links to public dissemination channels</p> <p>2.2.1 Agendas and summaries from workshops convened as part of the country programme process</p> <p>2.2.2 Short note on lessons learned from country programming, and good practices in stakeholder engagement.</p>	
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Annex: Detailed Budget

OUTCOMES (same as in section 2)	ACTIVITIES (same as in section 2)	TOTAL COST (per activity)	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE (add columns if >24 months)			
			Consultants ¹	Travel	Workshops / Trainings	Others	6m	12m	18m	24m
1. <i>National Designated Authority Strengthened</i>	1. Strengthen the capacity of the NDA to promote the GCF, as well as its priorities and financing options to all stakeholders, including the private sector, civil society and the public sector (both at the national and local levels)		67,500	21,500	35,000					
	2. Assist the NDA to play its proper role in collaboration with accredited entities to facilitate the development, review and monitoring of GCF project/programme concept/proposal	(Subsumed within Act. 1 above)					-	-		
	3. Coordinate across stakeholders and facilitate effective consultation and communication	(Subsumed within Act. 1 above)					-	-		

¹ All of the activities under Outcome 1 will be treated as a single consultancy. Similarly, all the activities under Outcome 2 will also be treated as a single consultancy (please refer to Procurement Plan below). The expectation is that the advertisement for these two (2) consultancies will be for firms, not individuals, who will then bring a range of skills to fulfill the terms of reference to be developed. This firm will conduct at least two (2) training workshops, but is expected to hold smaller group meetings with various sectoral and other stakeholders as the need arises. At this stage it is impossible to provide a number of persons that would be attending, each workshop, but the projection is for at least 50 persons per workshop.

CONTINGENCY (UP TO 4%)	Unforeseen/unplanned expenses	17,400				17,400	8,700	8,700		
External Audit	External audit to be conducted by an Independent Audit firm at Project end	9,600				9,600			9,600	
PROJECT MANAGEMENT COSTS (UP TO 10%)	Management, Supervision and Administration Costs									
TOTAL		300,000	114,000	26,000	95,000	65,000	148,400	146,600	5,000	